Electronic Filing System

Authoring Manual WordPerfect XML Template

TECHNICAL REQUIREMENTS

Make sure you meet all system requirements before proceeding with the EFS WordPerfect XML Template.

	Minimum	Recommended for best results
Pentium Processor	233 MHz	266 MHz or higher
Memory	64 MB RAM	128 MB RAM
Screen Display	800 x 600	1024 x 768 or higher
Browser	Internet Explorer 5.0	Internet Explorer 5.5
Plug-in	TIFF Viewer Plug-In	AlternaTIFF 1.3.5
Free Hard Disk Space	42 Megabytes	
Internet Connection	56Kbps or faster modem	
Operating System	Windows 98/95 with Service Release 1 or higher, NT 4.0 (Service Pack 3 or later), or Windows 2000	
Scanner	Capable of producing black and white TIFF images at 300 dpi; non-compressed or group 4 compression	
Applications	Word Perfect 9 (Service Pack 2 or higher) Graphics package (for TIFF image formatting) Up-to-date Printer Driver (s) MDAC 2.1	

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INTRODUCTION

Annual filings of patent applications are projected to increase to 275,000 in FY2002 - an increase of over 27% since FY1997. However, the United States Patent and Trademark Office (USPTO) staff resources will not increase at the same rate. Even with planned increases in the number of examiners, manually processing the physical volume of paper represented by this number of applications will tax the USPTO's ability to store and process applications while maintaining a high level of service to applicants. The USPTO recognizes this problem and has formulated a strategy for implementing an electronic workplace. As one component of this effort, WordPerfect is used to author electronic versions of the Specification.

Purpose and Scope of Manual

The purpose of this authoring guide is to provide you with the information needed to author a structured U. S. Patent Application specification document. This guide assumes that you are familiar with computers and have a basic knowledge of various hardware, software, and functions. If at any time you have questions regarding computer hardware or software not related to the WordPerfect authoring tool, please refer to the original manuals provided by the manufacturer.

Audience

The EFS Word Perfect XML Template Authoring User Manual is intended to assist those firms and individuals who wish to author a patent application specification document that is to be electronically submitted to the USPTO using EFS. The audience for this user manual will be either electronically filing a specification document for a New Utility Patent Application or a publication-ready specification document required for pre-grant publication.

Conventions

The following list contains the conventions used in this manual to represent common terms, emphasize items, and help you identify certain text.

- *Italic* indicates emphasis, e.g., "All Specifications *must* be successfully validated before they are submitted."

- ***Bold Italic*** indicates that an item is found in the glossary list (See Appendix A). The first instance of a term in a section appears in bold italic, e.g., "WordPerfect validates your Specification document against a ***DTD***." Subsequent instances appear as normal text.

- Text contained within angle brackets indicates the name of an element or tag, e.g., "the <**paragraph**> element".

- **Underlined bold and highlighted** text is a hyperlink which takes you directly to that section in the manual when you click on the text. (Only available in the Adobe Acrobat version of this manual).

This symbol indicates that the included text is additional information that may be helpful to you.

This symbol is used to stress a warning or reminder.

Getting Started

1. Review the **Preparation** section below for guidelines on application selection, image requirements, and general preparation for successful authoring.
2. Complete all of the steps presented in the **System Setup** section.
3. New users should read the Overview of **WordPerfect XML Template** section for orientation to the WordPerfect with XML environment.
4. Read the **Authoring a Specification** section for step by step instructions through the process of authoring a Specification.
5. Refer to the **Help** section for Help options.
6. Refer to the **Troubleshooting** section for troubleshooting information.
7. Refer to the **Elements and Descriptions** section for definitions of Elements and Terms.

Preparation

Application Selection

It is recommended that your first filing be of limited complexity. Select a new utility patent application with as few paragraphs, claims, cross-references, tables, and drawings as possible. Please note that for EFS, a scanned image of the Declaration is required, and must include the Correspondence Address and Power of Attorney.

Gathering Documents

Assemble all necessary documents and bibliographic data for your application.
Note: You may create the larger text portions of the Specification using your current word processor, then copy and paste the text into the WordPerfect XML template.

Images

Images to be scanned for attachment to the specification include:

- Figures
- Inline Images
  - Tables
  - Math Equations
  - Complex Chemical Structures

In addition, the following scanned documents will be submitted to the USPTO along with the specification:

- Declaration
- Small Entity Statement (if filing as a small entity)

➘ The general workflow for EFS images is:

1. Gather the documents, figures, and inline images to be included in the submission.
2. Scan the documents, figures, and inline images.
   - See the **Scanning** section for scanning requirements.
   - See the **Cropping** section for cropping guidelines, to maximize the image display.
3. Attach the figures and inline images to the specification.
   - See the **Figures** section to attach figure images.
   - See the **<Chemistry-CWU>** section to attach chemical structure images.
   - See the **<Math-CWU>** section to attach math equation images.
   - See the **<Table>** section to attach table images.

4. View the specification with any attached figures or images in the browser. See the **View the Submission** section for viewing instructions.

5. Resize the images as needed. See the **Formatting Images** section for guidance.

Scanning

Please check the default settings on your scanning software. EFS scanned images must be in:

- Black and white
- TIFF format
- 300 x 300 dpi
- Non-compressed or Group 4 compression

Each figure and inline image should be scanned, cropped, and placed in a separate TIFF file. See the **Cropping** section for cropping instructions.

Multiple page documents, such as the Declaration, must be included in a single TIFF file.

When printed, 21.6 cm by 27.9 cm (8 1/2 by 11 inch) drawing images must include:

- a top margin of at least 2.5 cm (1 inch)
- a left side margin of at least 2.5 cm (1 inch)
- a right side margin of at least 1l5 cm (5/8 inch)
- a bottom margin of at least 1.0 cm (3/8 inch) from the edges

Cropping

The cropping techniques described below will minimize the white space surrounding an image. This provides a more cohesive visual display when inserting inline images in the body of the specification, and maximizes the presentation of an attached figure.

Imaging, MS PhotoEditor, Adobe Photoshop (or a comparable graphic package is needed to handle TIFF formatting. If you have an older scanner, check with the manufacturer for the latest driver.

Instructions for cropping with MS PhotoEditor and Imaging for Windows follow.

➘ Cropping with MS Photo Editor

1. Open MS Photo Editor.
2. Open the TIFF image to be cropped (File, Open).
3. Click the **Select** icon on the toolbar (looks like a square).
4. Click and drag to closely frame the image.
5. Press **ESC** to start over.
6. From the menu, select **Image**, and Crop.
7. Click the **OK** button (do not change any settings).
8. Save the new image (File, Save or SaveAs).

➘ Cropping with Imaging for Windows

1. Open **Imaging for Windows**.
2. Open the TIFF image to be cropped (File, Open).
3. Click the **Select** icon on the toolbar (looks like a square).
4. Click and drag to closely frame the image.
5. Copy (CTRL-C) the framed image.
6. From the menu, select **File**, then **New**.
   - File Type = TIF Image Document
   - Color = Black and White
   - Compression = No Compression OR Group 4
   - Resolution = 300 x 300 dpi
   - Size = Custom
   - Enter the Width and Height (note for use during authoring)
   - Click OK.
7. Paste (CTRL-V) the cropped image into the new file.
8. Save the new image (File, Save or Save As).

Software Setup

Verify that all setup procedures have been completed according to System Setup section of this Authoring Guide.

SYSTEM SETUP

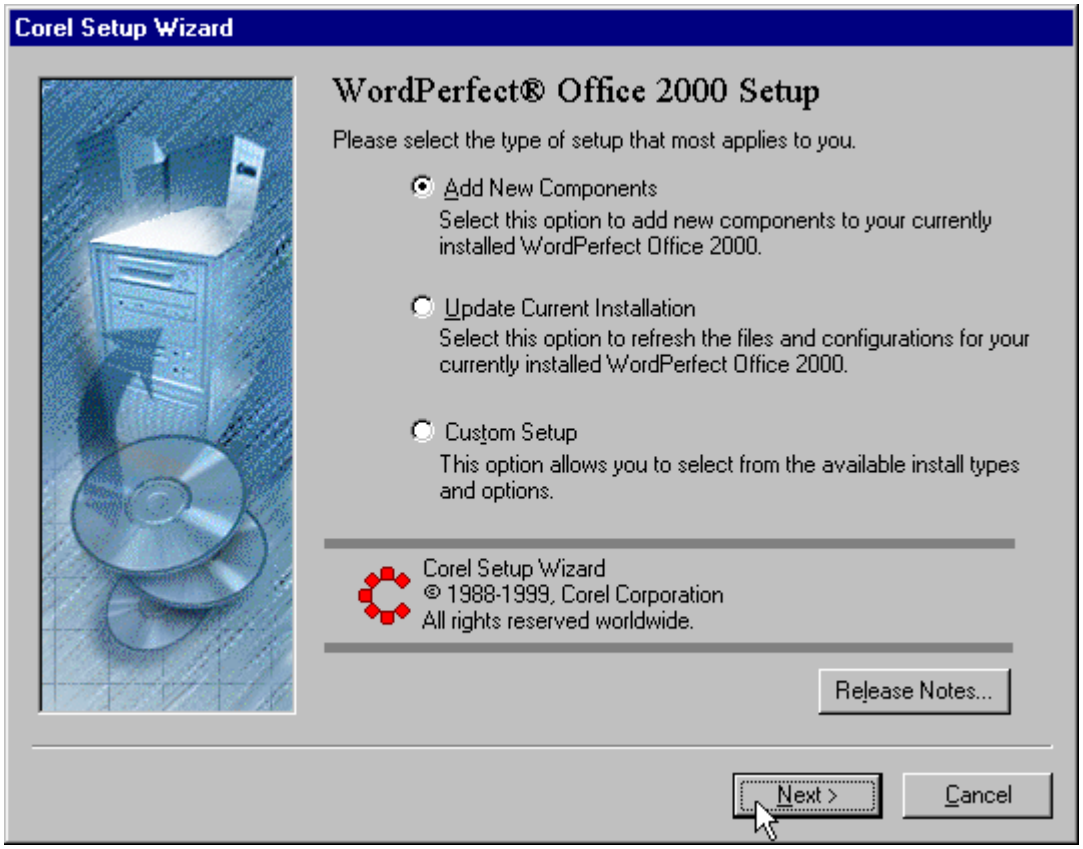
Visual Basic Support Setup Procedures

You will need to install the Visual Basic for Applications (VBA) component as part of the WordPerfect Office 2000 setup when using the USPTO provided WordPerfect XML Template. To check to see if Visual Basic for Applications has already been installed as part of the WordPerfect Office 2000 setup, Open WordPerfect. Then, select the **Tools** menu. If **Visual Basic** is disabled (grayed out), then you will need to run the WordPerfect setup again. Follow the Setup Procedures (4 steps) illustrated below to run the WordPerfect Office 2000 setup. If Visual Basic is not grayed out, go to the Macro Setup section to continue installation.

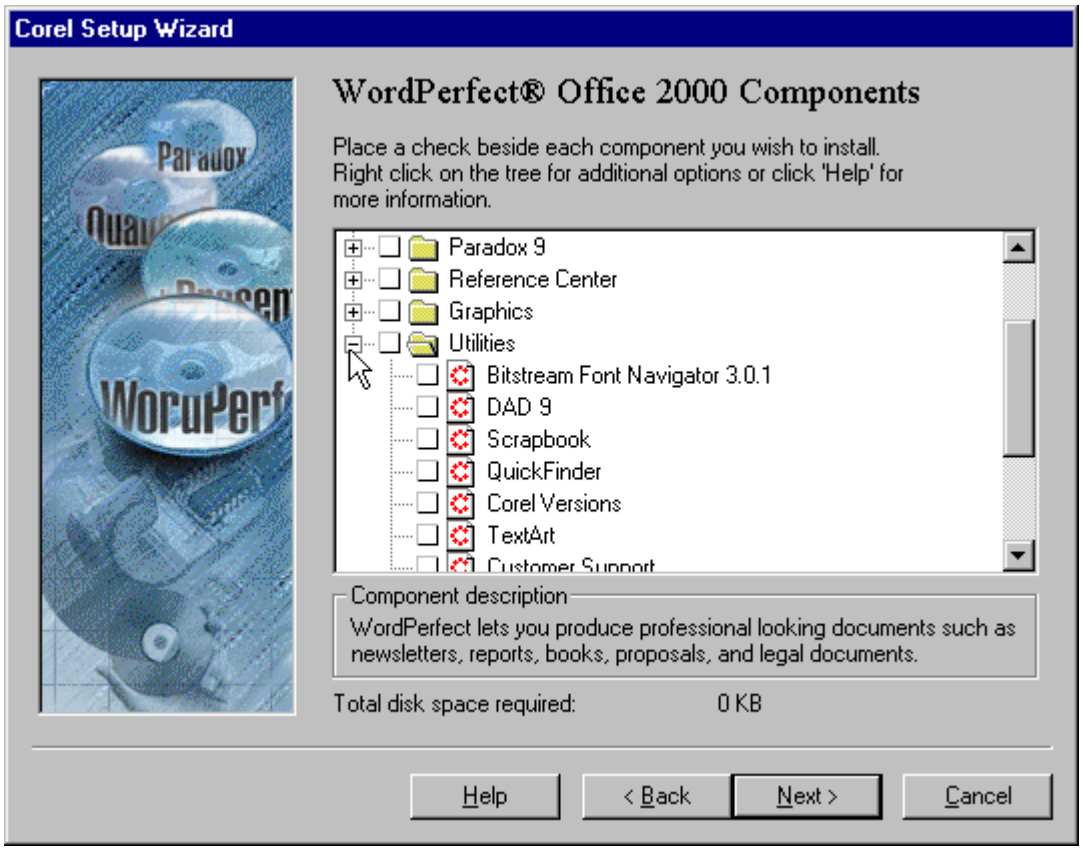
VBA Setup Procedures

➘ To install Visual Basic for Applications:

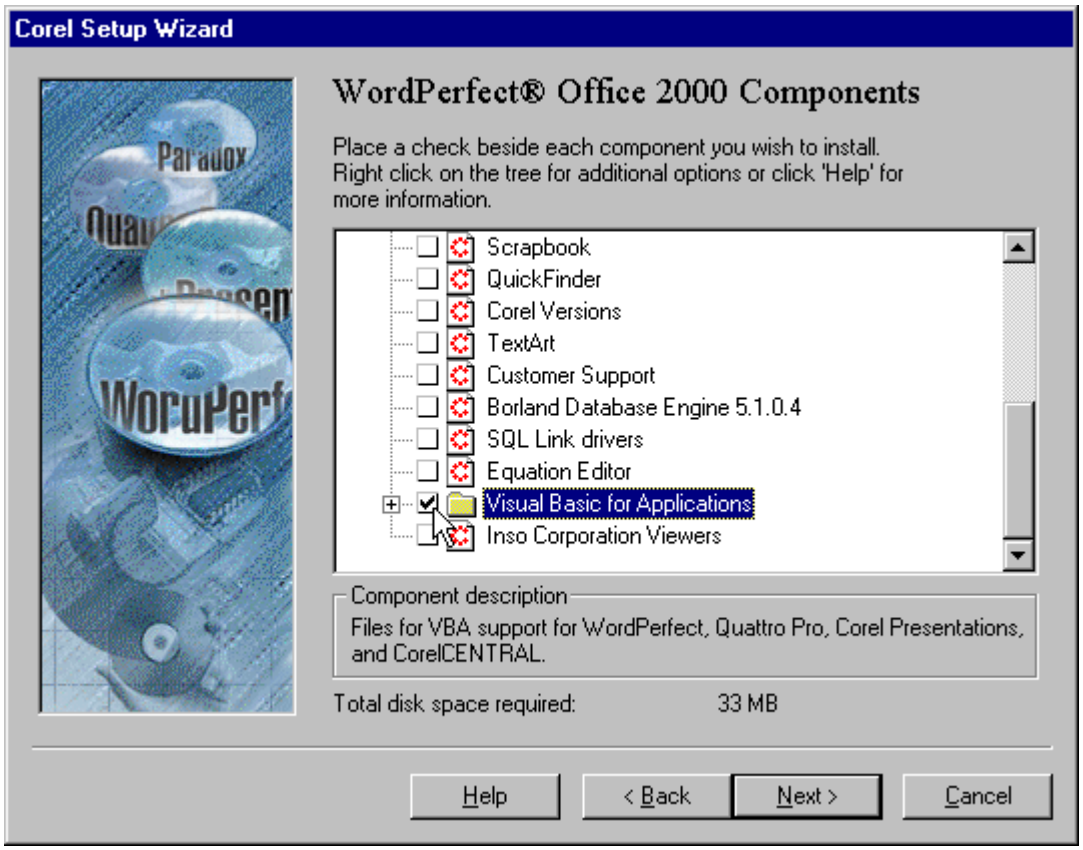
1. Run the WordPerfect Office 2000 setup, choosing **Add New Components**.



2. Expand the **Utilities** menu.



3. Navigate the **Utilities** menu to **Visual Basic for Applications**, then check the box.

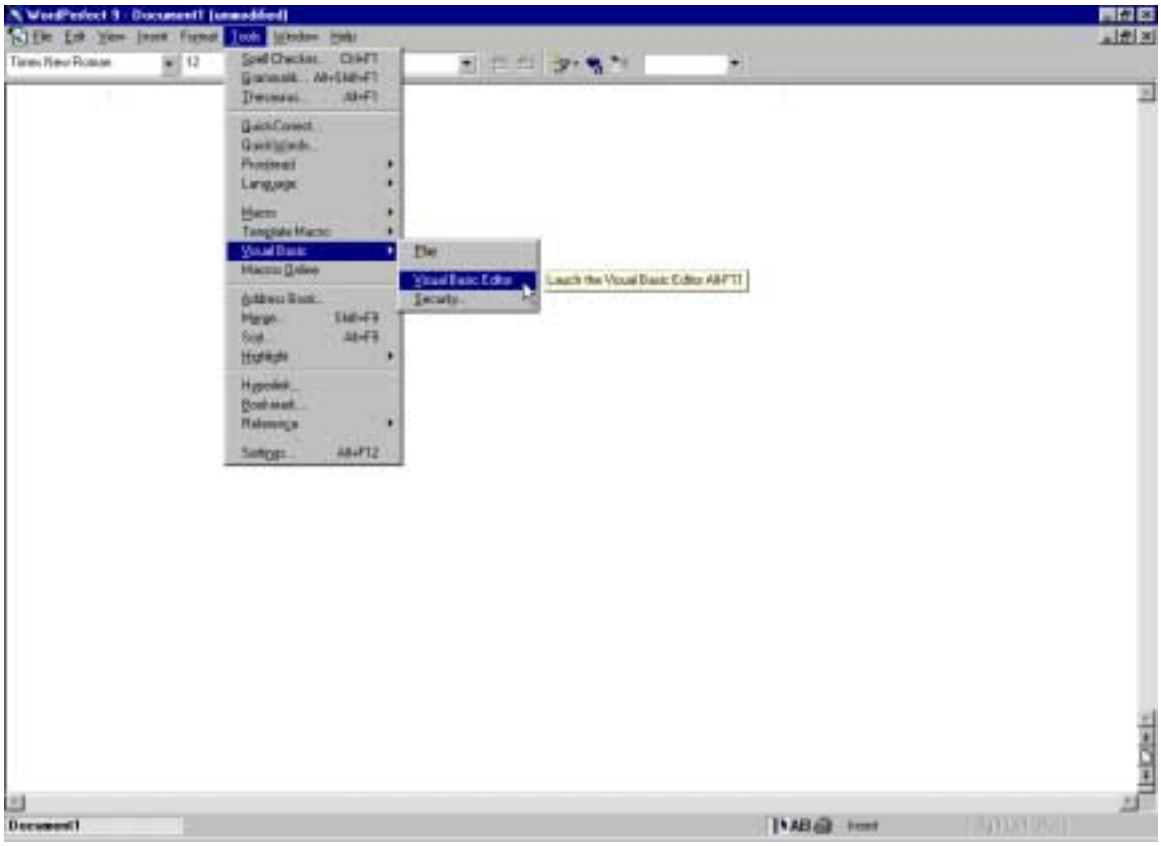


4. Click **Next>** five (5) times, then click the **Install** button. Visual Basic for Applications will now be installed. Once the computer has restarted, proceed with the Macro Setup steps listed below.

Macro Setup

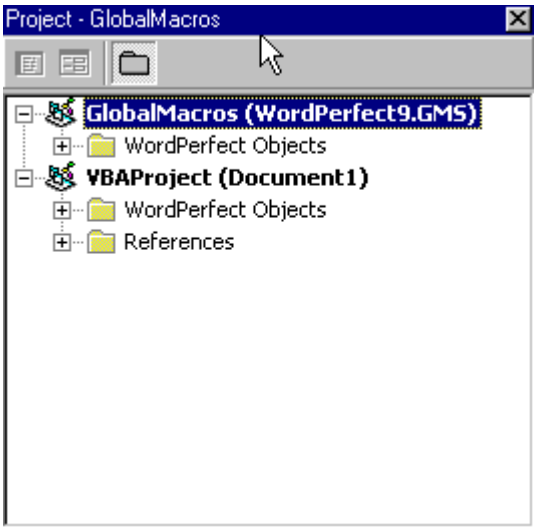
➘ To install WordPerfect Macros:

1. Open WordPerfect. From the menu, select **Tools**, then **Visual Basic Editor.**

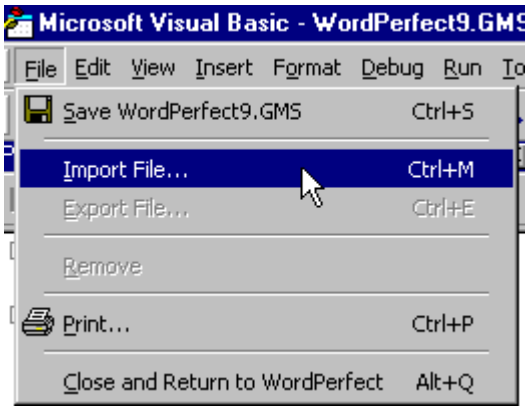


2. In the "Project Explorer" window (shown below), highlight "Global Macros".

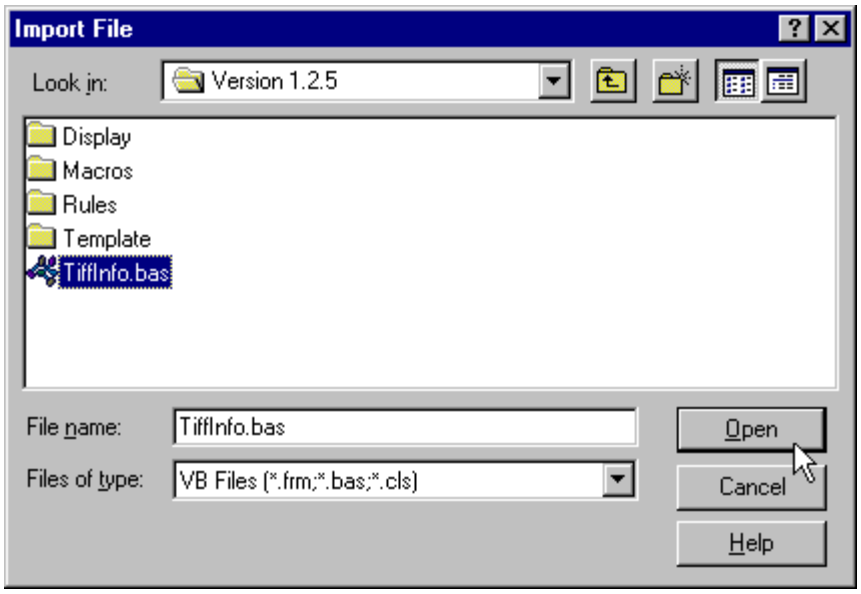
If the "Project Explorer" window does not appear by default, select View then Project Explorer from the menu.



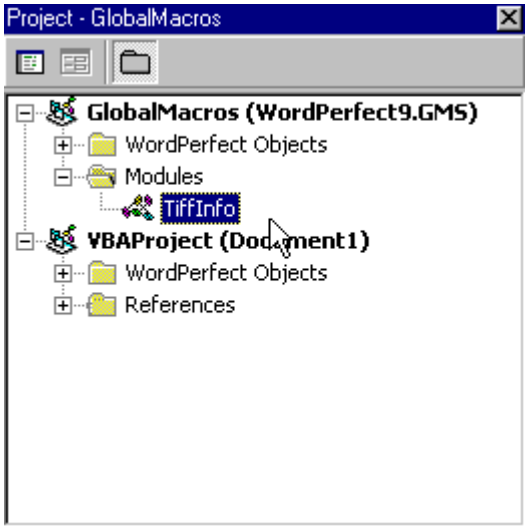
3. From the **File** menu, select **Import File**.



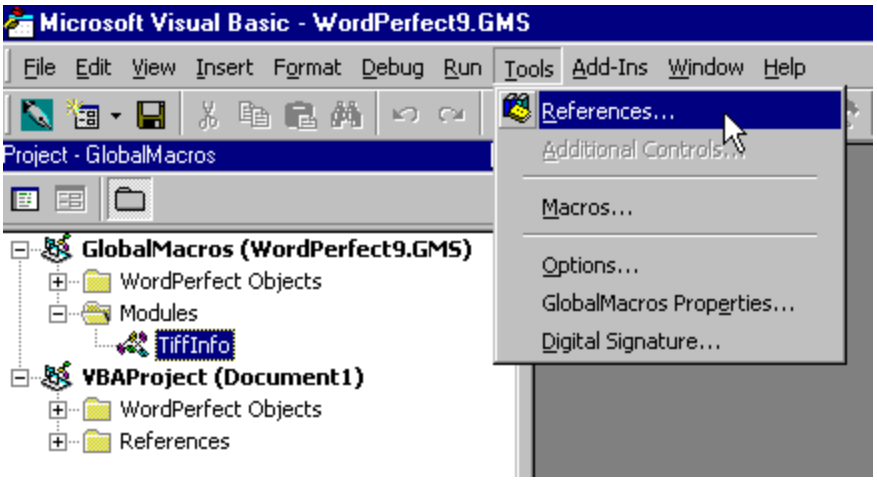
4. Navigate to the "USPTO\WordPerfect Authoring Tool\Version 1.2.5" directory and select TiffInfo.bas to import this file.



5. You should now see this file listed under "Global Macros" in the Project Explorer window.



6. From the **File** menu, select **References**.

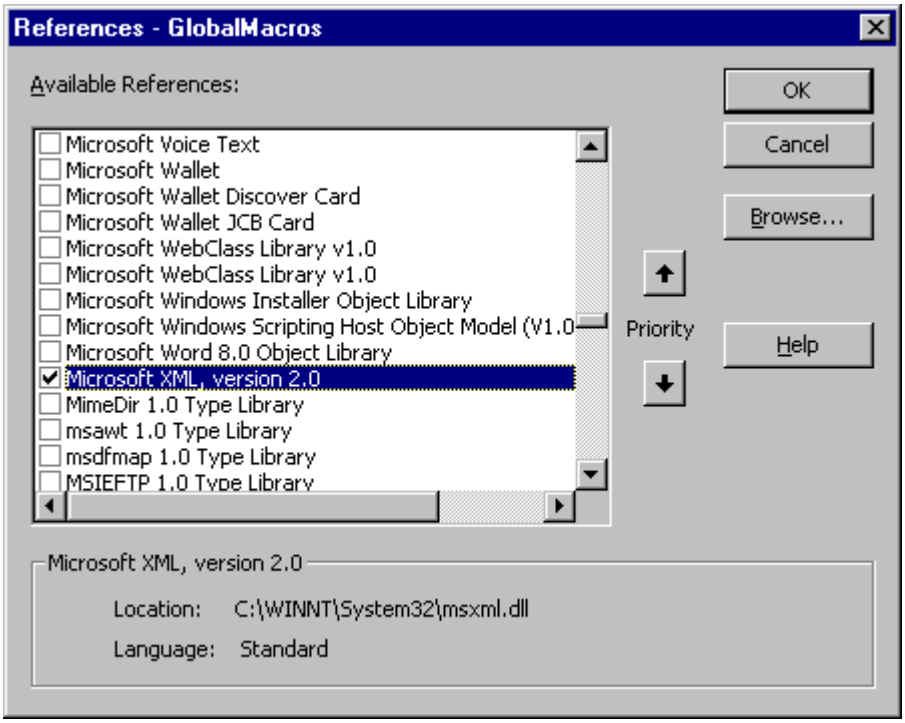


7. In the references dialog box, use the navigation arrows to find "Microsoft XML", check the box, then click **OK**.

Note: *There are many versions of the Microsoft XML DLL (version 2.0 shown below); select whichever version is installed on your machine (this file is installed as part of Microsoft Internet Explorer 5.0 and above).*

Note: *If there is no "Microsoft XML" listed, use the* ***Browse*** *button to navigate to the "C:\Winnt\System32" directory (on Windows NT Workstations) or "C:\Windows\System" (for Windows '98 and '95 operating systems) and search for msxml.dll.*

Make sure the References window says "Global Macros" (see below).



8. In the Visual Basic Editor, click ("Save").

9. Close the Visual Basic Editor.

10. Copy the file "tiffdll.dll" from the "C:\Program Files\USPTO\WordPerfect Authoring Tool\Version 1.2.5" directory to "C:\Winnt\System 32" (for Windows NT operating systems) or "C:\Windows\System" (for Windows '95 and '98 operating systems).

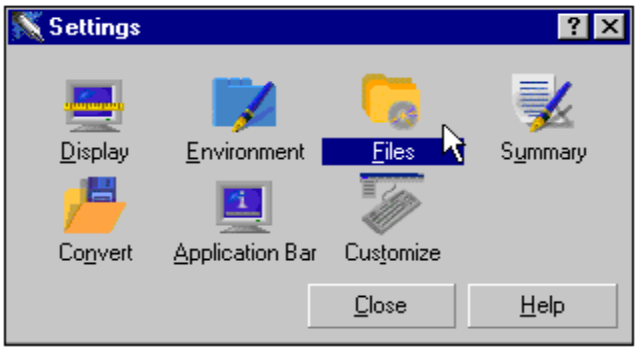
Setup is now complete. Users may optionally copy the shortcut from the "C:\Program Files\USPTO\WordPerfect Authoring Tool\Version 1.2.5" directory to the desktop.

Template Setup Procedures

After installing WordPerfect and any provided USPTO files, you must complete the following steps to ensure that all EFS customizations are available as you author.

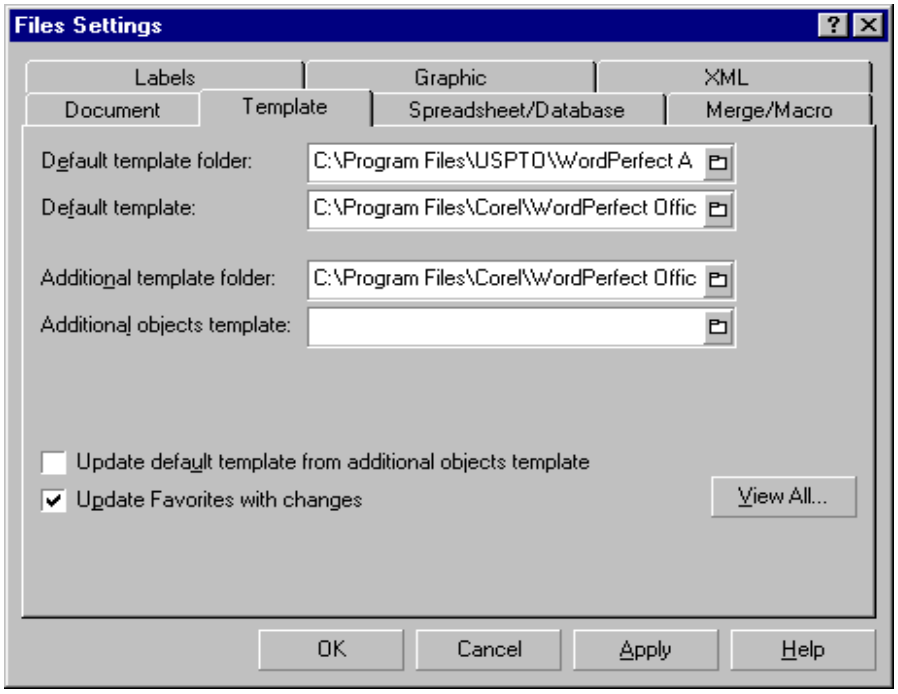
➘ To setup the WordPerfect Template:

1. Open WordPerfect 9.
2. From the **Tools** menu, select **Settings**. The **Settings** window opens (see figure below – Settings Window).



Settings Window

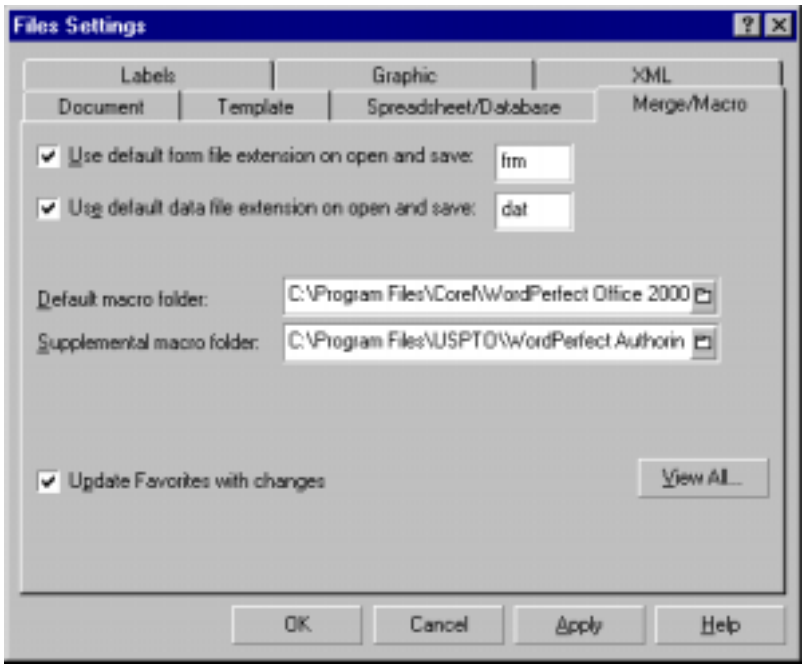
3. Double-click on the **Files** icon. The Files Settings window opens.



Files Settings Window: Template Tab

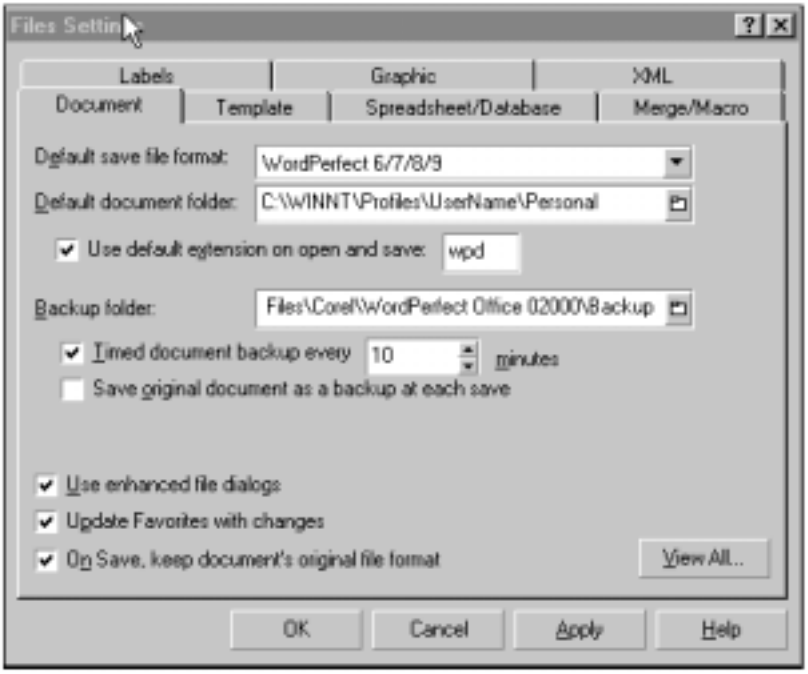
If you have installed a previous version of the template, you must set the following options with the new path and file for the settings to become active.

4. Click the **Template** tab (See figure above – Files Settings Window: Template Tab).
5. Set the Default template folder to:
   C:\Program Files\USPTO\WordPerfect Authoring Tool\Version 1.2.5\Template\EFS
6. Set the Default template to the following:
   C:\Program Files\Corel\WordPerfect Office 2000\Template\Custom WP Templates\wp9US.wpt
7. Leave the Additional template folder as:
   C:\Program Files\Corel\WordPerfect Office 2000\Template\Custom WP Templates
8. Set Update default template to Unchecked.
9. Set Update Favorites with changes to Checked.
10. Click the **Apply** button.
11. Click on the **Merge/Macro** tab at the top of the window (See figure below – Files Settings Window: Merge/Macro Tab).



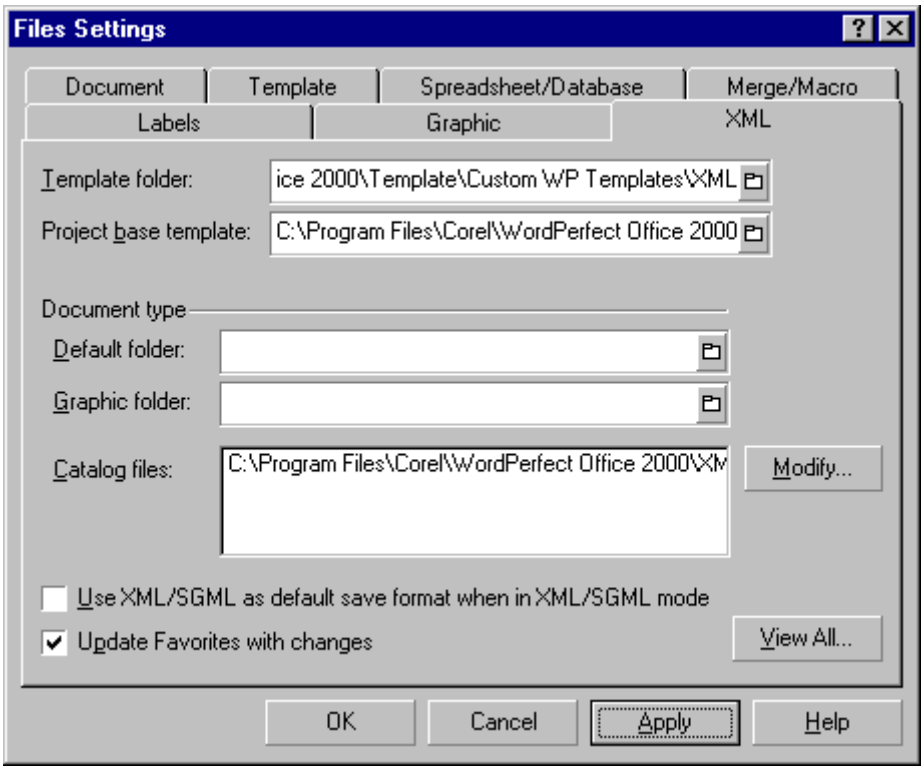
Files Settings Window: Merge/Macro Tab

12. Set the Supplemental macro folder to: C:\Program Files\USPTO\WordPerfectAuthoring Tool\Version 1.2.5\Macros.
13. Click the **Apply** button.
14. Click the **Document** tab (See figure below – Document Tab).



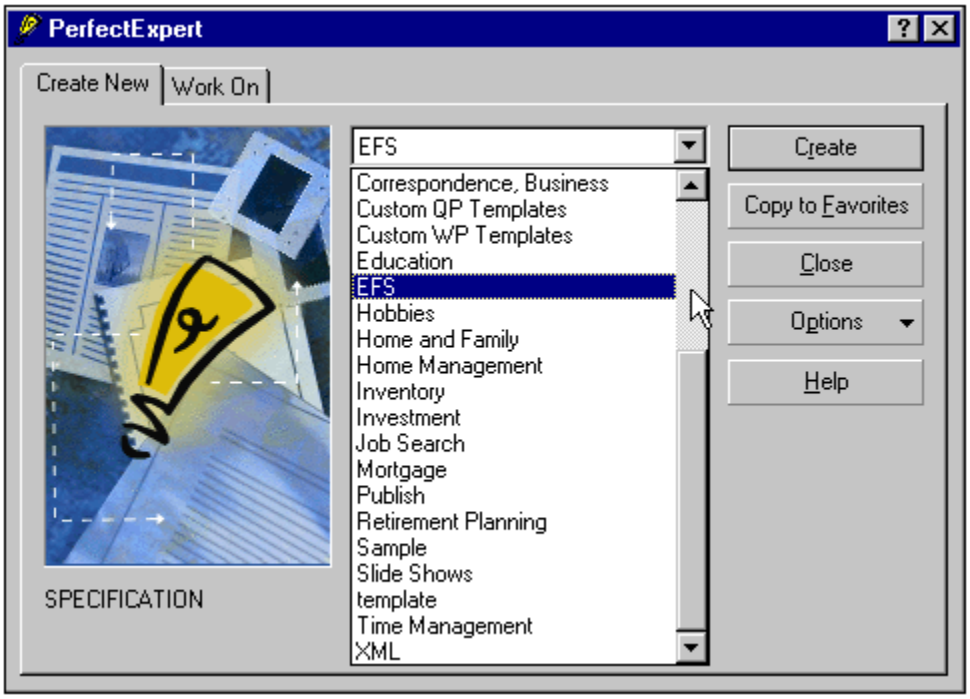
Document Tab

15. Set the **Default save file format** by clicking on the down arrow and selecting **WordPerfect 6/7/8/9** from the drop-down list.
16. At the bottom of the window, set On Save, keep document's original file format to Checked.
17. Click the **Apply** button.
18. Click the **XML** tab (See figure below – XML Tab).



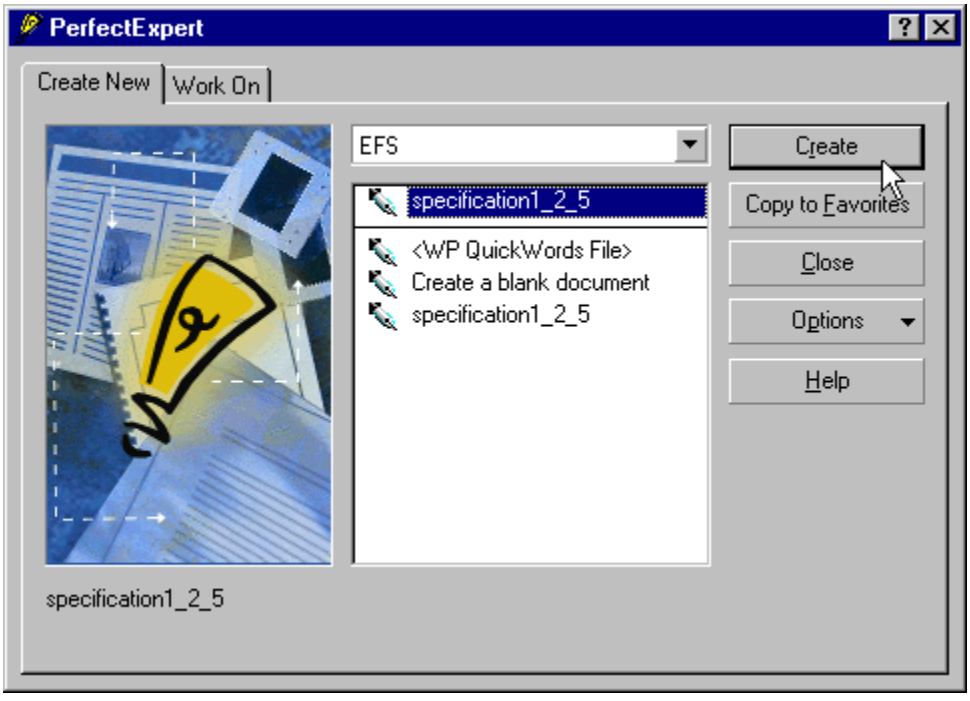
XML Tab

19. At the bottom of the window, set Use XML/SGML as default to Unchecked.
20. Click the **Apply** button.
21. Click the **OK** button. The **Settings** window will return.
22. Click the **Close** button.
23. From the **File** menu select **New from Project** (See figure below – Select EFS from the Create New Tab).
24. On the **Create New** tab, click the **Options** button and select **Refresh Projects** from the list.
25. Click **OK** to proceed.
26. Click on **EFS** in the drop-down menu.



Select EFS from the Create New Tab

If **EFS** does not appear in the list, repeat Step 5, then repeat Steps 22-26.



Select Specification1_2_5

27. Select **specification1_2_5** from the window and click on the **Create** button. (See figure above - Select Specification1_1). If the macro warning in Figure 2-8 appears, click the **NO** button.

Macro Warning

28. The Specification document opens.
29. Wait for an **Initialization window** to appear (See figure above - Macro Warning). Click **OK**.

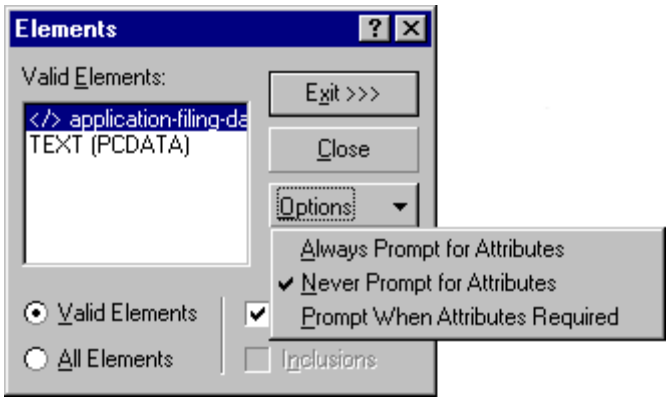
Initializing

30. Turn off the Attribute Prompt:

    a) Select **Insert** from the menu.

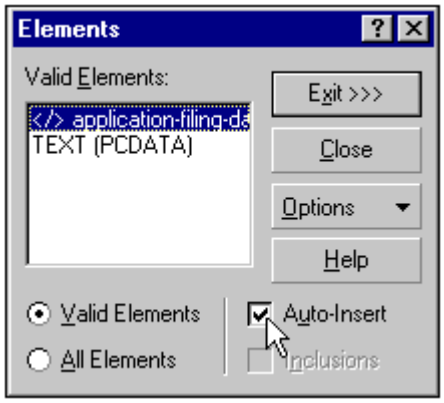
    b) Select **Elements**.

    c) Select **Options** and make sure "**Never Prompt for Attributes**" is checked (See Figure below - Ensure that Never Prompt for Attributes is Checked).



Ensure that Never Prompt for Attributes is Checked

d) Make sure the **Auto-Insert** option is checked (See Figure below - Ensure that Auto-Insert is Checked).



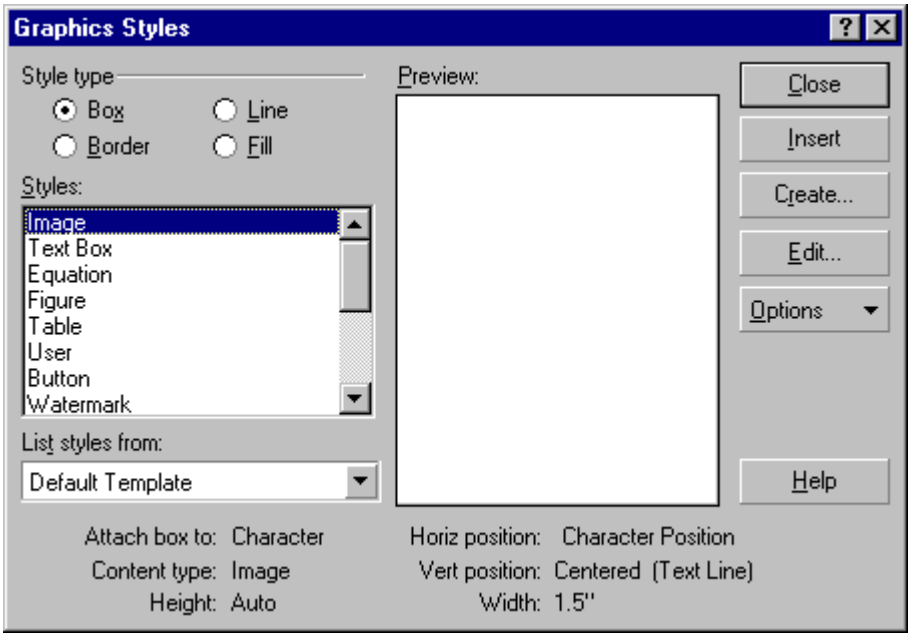
Ensure that Auto-Insert is Checked

e) **Close** the Elements box.

31. Select the default **Image Style**:

a) From the **Format** menu, select **Graphics Styles**. The Graphic Styles window appears (See Figure below - Format Graphic Styles).

b) Verify that **Image** is highlighted.



Format Graphic Styles

c) Click the **Edit** button. The Edit Box Style window opens (See Figure below - Edit Box Style).

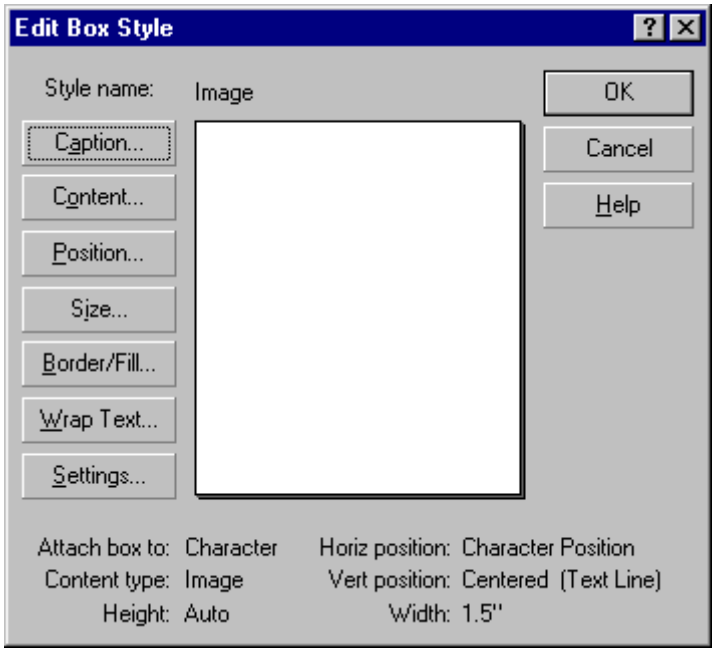
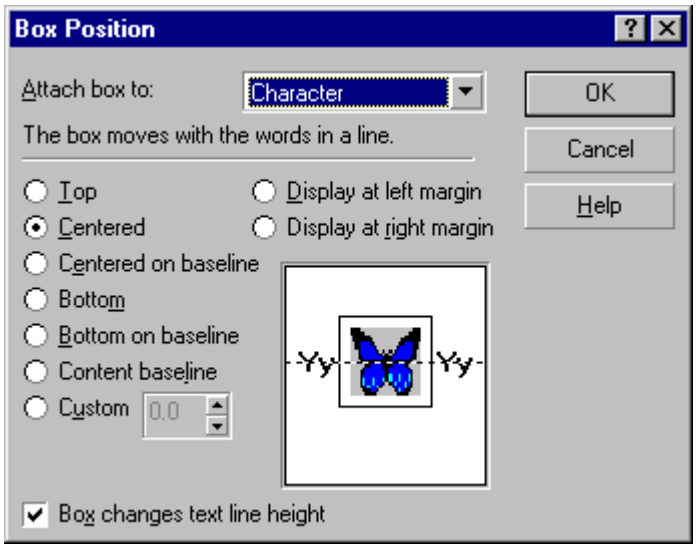


Figure - Edit Box Style

d) Click the **Position** button. The Box Position window appears (See Figure below - Box Position).

e) From the **Attach box to** drop-down list, select **Character** and click the **Centered** radio button.



Box Position

f) Click **OK** to close the Position Dialog box.

g) Click **OK** to close the Edit Dialog box.

h) Click the **CLOSE** button on the Graphics Style box.

OVERVIEW OF WORDPERFECT XML TEMPLATE

The primary difference between using WordPerfect with XML to author a Specification and using a common word processing program is that the Specification structured document is designed using eXtensible Markup Language (XML). XML uses markup codes, called tags, to categorize parts of a document. The USPTO uses these codes to electronically process the information you submit. Keep your document open as a visual reference while you read the following chapter.

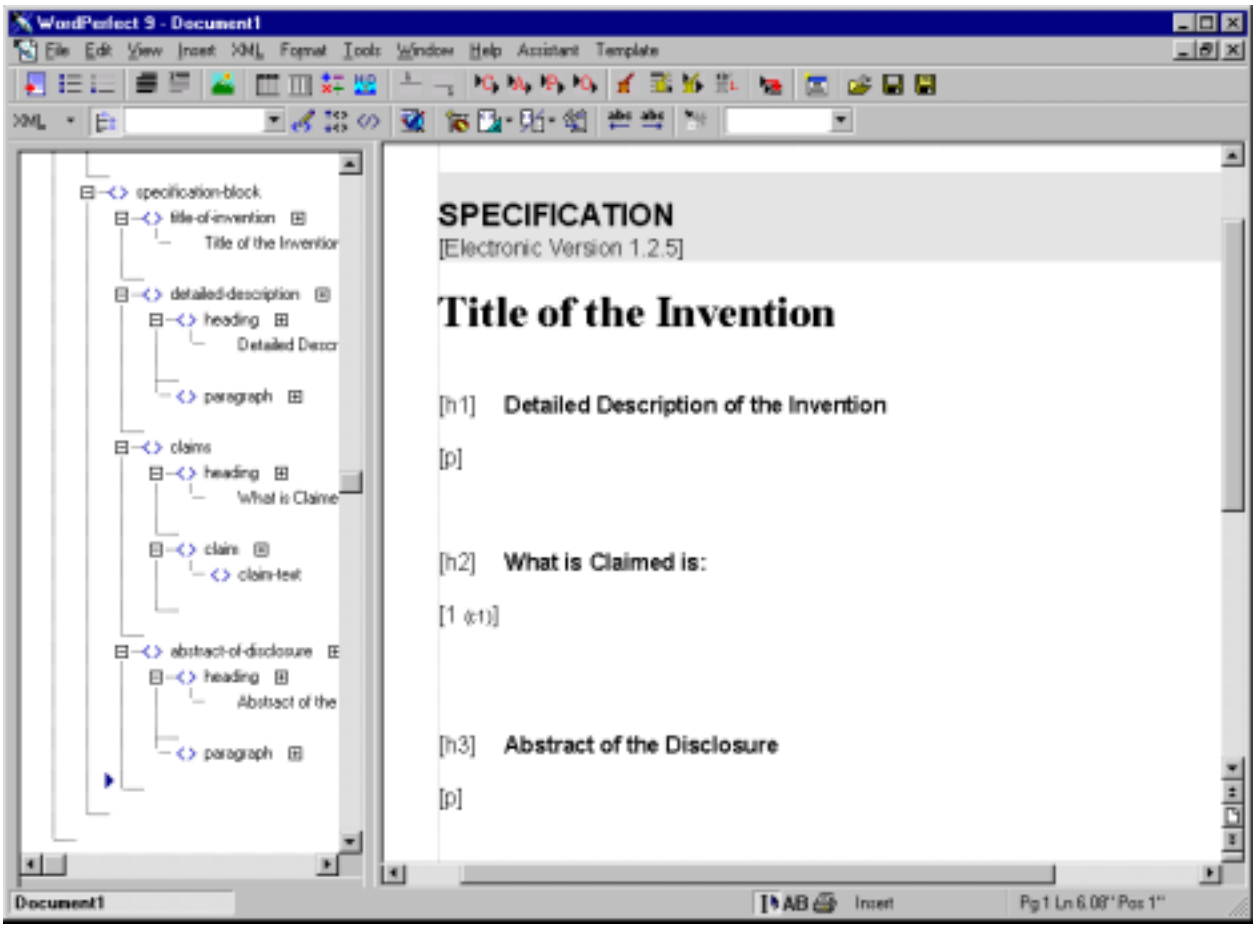
The Template Enviornment

➘ To create the template environment:

1. If you have not already done so, launch WordPerfect 9.
2. Select **File**, and **New From Project**.
3. Select the **Create New** tab.
4. Select **EFS** as the project and double-click on **specification1_2_5**.

    - If a macro warning box appears, click the **NO** button.

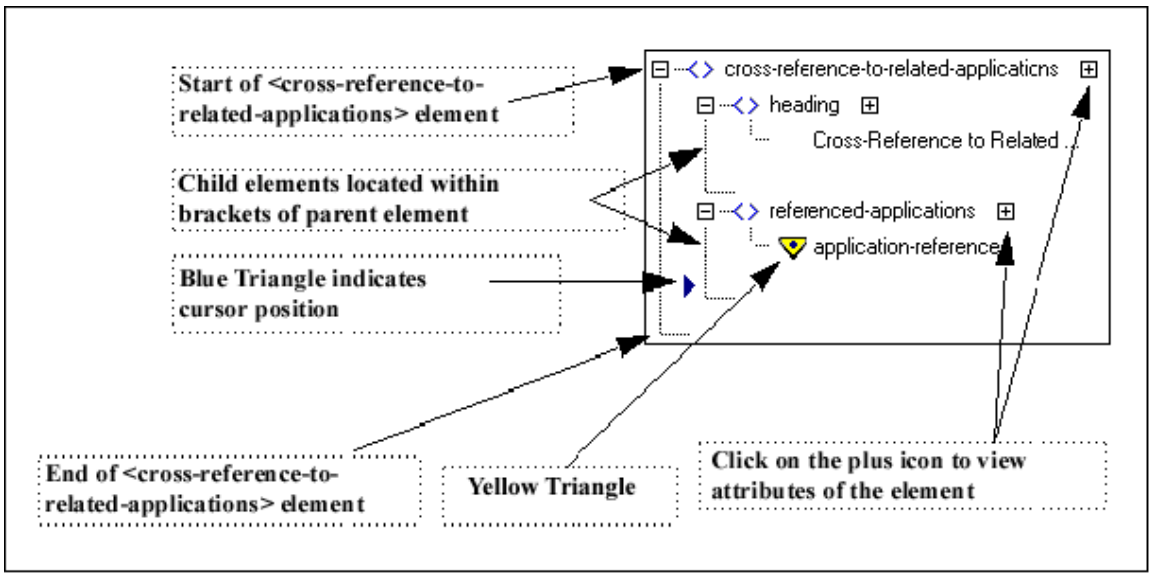
5. Click **OK** to initialize the template macros.
6. The template environment is composed of three sections (See Figure 3-1 below): a document window on the right; the XML Tree on the left; and customized toolbars and menus at the top. (See the **One or Both Toolbars are Missing** section if the toolbars do not appear.)



The Template Environment

The Document Window on the right displays the text and XML tags. The template provides headings based on MPEP recommendations as well placeholder tags and text for guidance. Some tags will be indicated by bracketed labels. For example, a paragraph will be indicated by "[p]". During the authoring process, numbers will be added to these labels for differentiation.

The XML Tree on the left corresponds to the XML tags in the template. For example, Title of Invention on the left corresponds to Title of Invention on the right. Use the XML Tree to navigate quickly through the document. The Blue Triangle in the XML Tree (See figure below - Understanding the XML Tree) indicates the position of the cursor in the Document Window. The Yellow Triangle indicates an authoring error.



Understanding the XML Tree

EFS Toolbars

The Toolbars at the top of the screen (See figure below - EFS Specification Toolbars) provide shortcut icons and an XML drop-down list for common tags while authoring. The USPTO has created a custom toolbar to assist you in inserting elements into the Specification. Figure 3-4 below indicates the actions for each toolbar icon. (See the **One or Both Toolbars are Missing** section if the toolbars do not appear.)

Figure - EFS Specification Toolbars

Toolbar Row 1:

Open Icon
Template Setup
Insert List
Insert List Item
Insert Paragraph
Insert Section
Insert Artwork
Insert Table CWU

Insert Table	
Insert Math CWU	
Insert Chemistry CWU	
Insert Superscript	
Insert Subscript	
Insert Cross-reference to CWU	
Insert Application Reference	
Insert Patent Reference	
Insert Object Reference	
Insert Claim	
Insert Claim Text	
Insert Claim Dependency	
Number Split Claim	
Go to Cross-reference	
Open	
Save	
Save As	

Toolbar Reference Icons

Toolbar Row 2:

XML Drop-down List	
Split XML Element	
Validate	
Change XML Codes	
QuickFind Previous	
QuickFind Next	

Keyboard Shortcuts

In addition to toolbar icons, the WordPerfect XML Template also provides keyboard shortcuts for common actions while authoring. See Keyboard Shortcuts below for quick reference.

Insert Application Reference	ALT-CTRL-A
Insert Artwork	ALT-A
Insert Chemistry CWU	ALT-Y
Insert Claim	ALT-C
Insert Claim Text	ALT-SHIFT-C
Insert Claim Dependency	ALT-CTRL-D
Go to Cross-reference	F3
Insert Cross-reference to CWU	CTRL-SHIFT-C
Show Current Element	F7
Go to Previous Element	F9
Go to Next Element	F10
Split Current Element	ALT-SHIFT-S
Insert List	ALT-L
Insert List Item	ALT-SHIFT-L
Insert Math CWU	ALT-M
Open File	CTRL-O
Insert Paragraph	ALT-P
Insert Patent Reference	ALT-CTRL-P
Save	CTRL-S
Save As	F3
Insert Section	ALT-S
Insert Table CWU	ALT-T
Insert Table	ALT-CTRL-T
Insert Superscript	ALT-keypad 8
Insert Subscript	ALT-keypad 2
Validate	ALT-V
QuickFind Next	ALT-CTRL-N
Insert Artwork	ALT-SHIFT-A
Insert Table CWU	ALT-SHIFT-T

Overview of EFS Tagging

This section provides an overview of EFS XML tags and how they are used to complete a Specification. For information about the specific tags available for use in an EFS Specification, see the **Glossary**.

The Display Codes View

In addition to using the **XML Tree** to view and navigate through the elements in your document, you can use the **Display Codes** view. When the **Display Codes** view is activated, **Start** and **End Tags** appear, representing the beginning and end of each element.

➘ To turn on Display Codes:

1. Click the **Change XML Codes** icon on the toolbar.

2. Choose **Display Codes** from the drop-down menu (See figure below - Display Codes).

Display Codes

This view is useful in determining the location of text with respect to the elements. For example, in the Display Codes View figure (shown below) the cursor is located between the <title-of-invention> start and end tags.

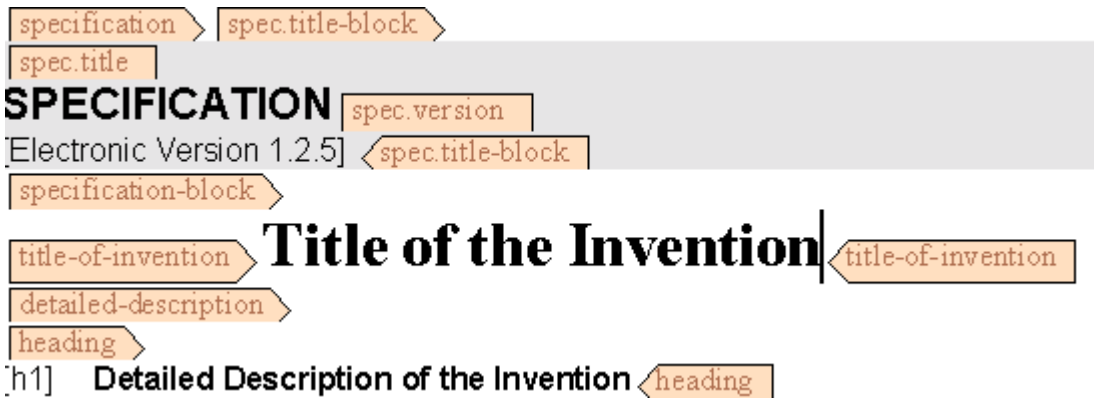


Figure - Display Codes View

Inserting Text

There are two ways to insert text into the template:

Method 1: Type directly in the Document Window. See the **To Type Directly into the Template** instructions below for guidance.

Method 2: Copy and Paste from another text file. See the **To Paste and Tag Paragraphs** section for guidance.

To type directly into the template:

1. Highlight the placeholder text (for example, Title of Invention or one of the section headings. See figure below - Typing into the Template, or click in the desired location.

Typing into the Template

2. Type the text directly into the template.

➘ **Copy and Paste from Text Files**

Note: *For best results, convert source text from other word processors to CG Times or Times New Roman font before opening in WordPerfect. This provides improved translation when copying and pasting special characters.*

1. Open the original document in WordPerfect (File, Open).
2. From the **Window** menu, select Tile Top to Bottom.
3. Copy (**CTRL-C**) the appropriate text from source document.
4. In the template, click on the desired insertion point. For example, to the right of a [p] label (paragraph tag indicator).
5. Paste (**CTRL-V**) the text.

To Paste and Tag Paragraphs:

Paragraphs may be inserted in blocks but must be tagged individually.

1. Copy and paste the desired group of paragraphs (See above).

2. Place the cursor at the end of the first paragraph.
3. Select the Split Element icon.
   OR

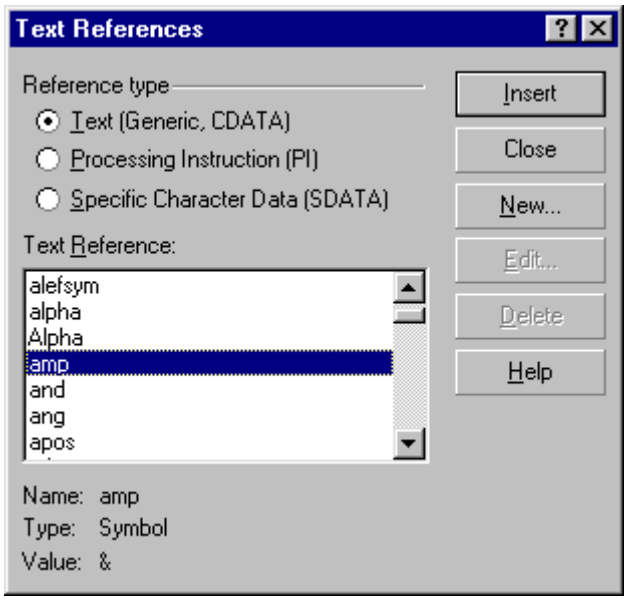
   Press **ALT-SHIFT-S**.

The new paragraph will have the same ID number as previous paragraph. This will be resolved upon renumbering paragraphs (See the Renumber section).

4. Repeat Steps 2 and 3 for each paragraph to be tagged.

➘ **To Insert Special Characters:**

1. From the **Insert** menu, select **Text References**. The **Text References** window will open.



Text References

2. From the **Text Reference** list, select the reference code for the character you wish to insert. The character to be displayed in the document will be shown in the Value field at the bottom of the window.

3. Click the **Insert** button.

Methods of Tagging

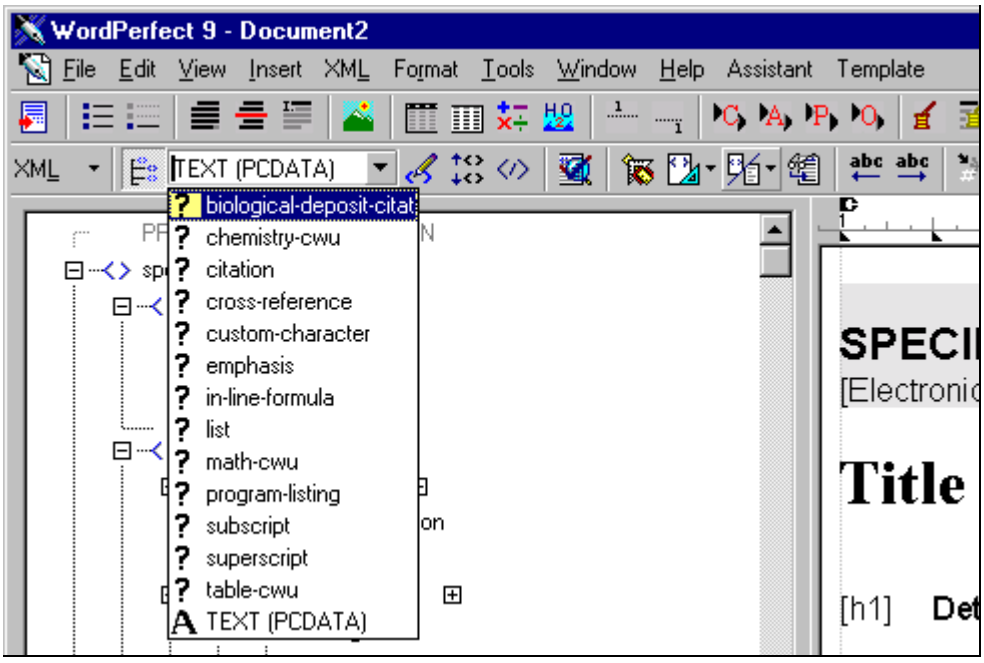
A tag must precede all text in the template. If the appropriate tag is not present, use any of the following methods to insert the tag before entering the text.

Note: *For simplicity, the instructions in this Authoring Guide specify a mix of single methods for tag insertion. However, each tag may be inserted using any of the several methods, depending upon user preference.*

Method 1: To use an icon on the toolbar, position the cursor in the template and click the appropriate icon from the toolbar. See the **Toolbar Reference** figure for a list of EFS icons.

Method 2: To use a keyboard shortcut, position the cursor in the template and type the keystrokes, such as ALT-P for a paragraph tag. See the **Keyboard Shortcuts** figure for a list of keyboard shortcuts.

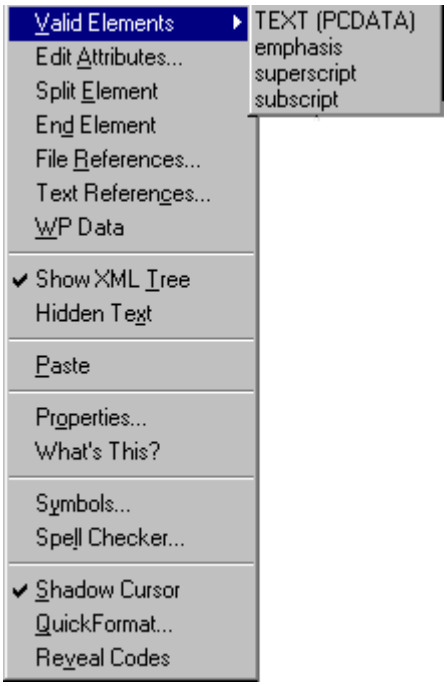
Method 3: To use the XML Drop-down List (See Figure 3-10), position the cursor at the desired location in the template, click on the drop-down list in the toolbar area, and click on the desired tag.



XML Drop-down List (for a <paragraph> tag)

Tags listed with a "**?**" are optional; tags listed with a "| " are required. "TEXT (PCDATA)" indicates that text may be entered.

Method 4: Right-click at the desired location in the template, select **Valid Elements** (See the figure below – Right-click and Insert Element), and click on the desired tag. You may also use the right-click option in the XML Tree.



Right-click and Insert Element

Method 5: If a required element is missing, a Yellow Triangle will be displayed in the XML tree. Click on the Yellow Triangle to display and select from a list of valid elements for insertion.

Method 6: To use the **Elements** dialog box:

a) Position the cursor at the desired location in the template.
b) Select Insert from the menu.
c) Select Elements.
d) Double-click on the desired element from the list.

After using any of these methods to insert the tag, type or paste the text into the new tag (See the **Inserting Text** section).

Resolving Tagging Errors

A Yellow Triangle in the XML Tree indicates a required tag is missing or an authoring error has occurred. Hold the cursor over the Yellow Triangle to display a brief description of the error.

It is strongly recommended that you fix each error immediately.

Display Codes (See the **Display Codes View** section) is a helpful tool in correcting and preventing errors in tag and text placement.

Correcting a Text Insertion Error

Method 1: Click Edit and select Undo.

Method 2: Use Display Codes to highlight and remove the erroneous text.

Correcting a Missing Tag Error

A Yellow Triangle displayed upon adding a new element tag or section may indicate a required child element is missing.

➘ To add the required element:

1. Click the Yellow Triangle.
2. A list of valid child elements will appear.
3. Select one of the child elements.

Correcting an Attribute Error

If the error indicated by the Yellow Triangle is of the form "REQUIRED attribute ... not in ..." , the element has missing attribute value.

This error should be corrected by:

Method 1: Click Edit and select Undo.

Method 2: Use Display Codes to highlight and remove the element including the tags. Renter the element using the methods described in this manual.

Using Undo to Correct an Error

Undo is a Windows command present in WordPerfect that provides valuable error-correcting capabilities when authoring a Specification. Undo permits you to cancel previous actions prior to saving your structured document. Once you perform a Save function, the Undo function becomes inactive until you resume working on your structured document.

There are two ways to use the Undo function:

Method 1: Keyboard shortcut command **CTRL-Z**

Method 2: From the **Edit** menu, select **Undo**

Using Redo to Correct an Error

You can use the Redo command to restore any element, data, or attribute value that you may have mistakenly deleted while using the Undo function. The Redo function does not allow you to repeat the insertion of an element. Once you save your document, the Redo command button becomes inactive until you use the Undo command.

There are two ways to use the Redo function:

Method 1: Keyboard shortcut command **CTRL-SHIFT-R**

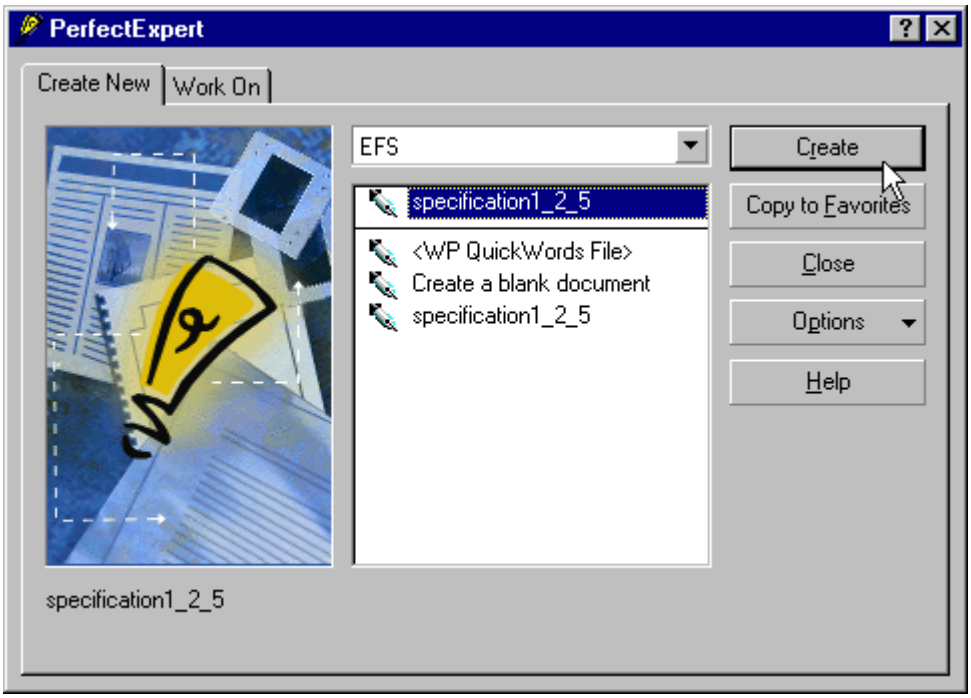
Method 2: From the **Edit** menu, select **Redo**

AUTHORING A SPECIFICATION

This chapter contains information regarding authoring a Specification using WordPerfect. This section contains step by step instructions for authoring the Specification. Each section in the guide corresponds to a section in the Specification document. During the authoring process you may need to refer to this section, for information regarding elements that are used within multiple sections of the Specification.

Create a New Specification

1. Click **File** and select **New from Project**. The **PerfectExpert** window opens.



PerfectExpert Window

2. Click on the **Create New** tab. Click on the down arrow and select **EFS**.

3. Select **Specification1_2_5** from the window and click on the **Create** button. The macro warning (figure shown below) may appear. Click the **NO** button.

Macro Warning

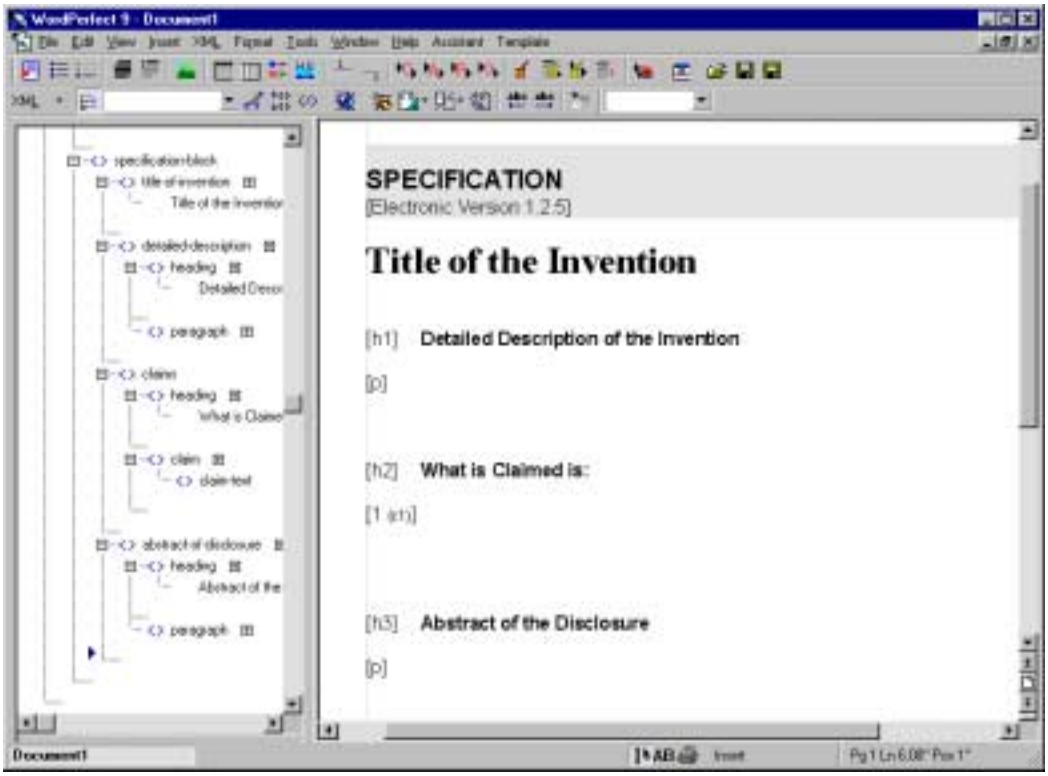
4. The Specification document opens.

5. The Initialization message box in appears. Click the **OK** button. This initiates the USPTO's WordPerfect customizations.

Initializing

Note: *If the message box in the Initializing figure (shown above) does not appear, the template installation is corrupt. Repeat the setup instructions in the* **System Setup** *section. If the problem persists, contact your system administrator to reinstall the WordPerfect XML Template.*

6. The default specification template appears (See the figure below – Default Specification Template), including only the MPEP required section headings.



Default Specification Template

7. If you have not already done so, turn off the **Attribute Prompt:**

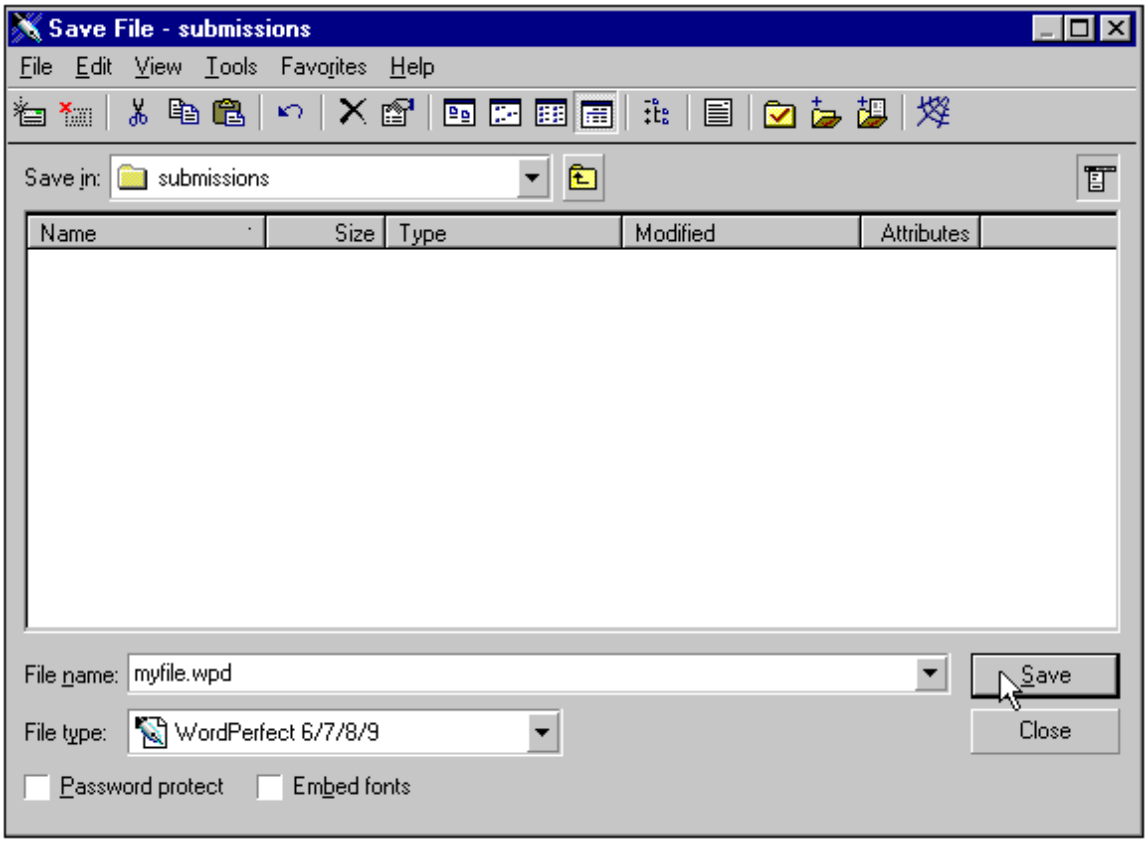
    a) From the **Insert** menu, select **Elements**.

    b) Select **Options** and make sure "**Never prompt for attributes**" is checked.

    c) Make sure that the **Auto-Insert** option is checked.

    d) **Close** the Elements box.

8. **Save** the new Specification file in **WordPerfect 6/7/8/9** format (See the figure below - Save File Window).



Save File Window

a) From the **File** menu, select **Save As**.

b) Select the **Folder** where you wish to save the document.

c) Type in the **File Name**.

d) Select WordPerfect 6/7/8/9 as the File Type.

e) Click the **Save** button.

Be sure to save the file intermittently during the process of authoring your document. This ensures that only a limited amount of information is lost in the unlikely case of a computer or software malfunction.

➘ To activate the **Auto-Save** feature:

1. From the **Tools** menu, select **Settings**.
2. Click the **Files** button.
3. Click the **Documents** tab.

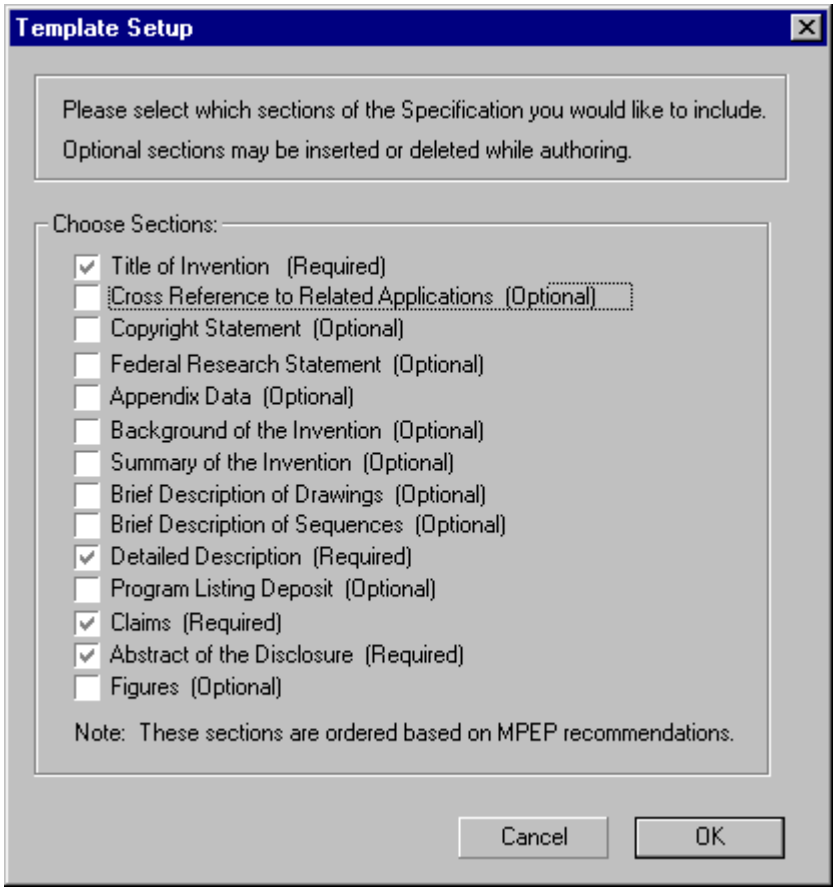
4. **Check** the **Timed document backup** option and enter number of **minutes** between auto-saves.
5. Check the Save original document as back up option.
6. Click **OK**.
7. Click **Close**.

Click inside the Document Window to activate the XML Tree.

Select Specification Sections

➘ To build the skeleton of the specification:

1. Click the **Template Setup** icon (first icon on the left) on the toolbar.
2. In the Template Setup window (See the figure below – Template Setup Window), select the sections for inclusion. The MPEP required sections are checked by default and cannot be removed.



Template Setup Window

3. Click **OK** to insert the selected sections in the template.

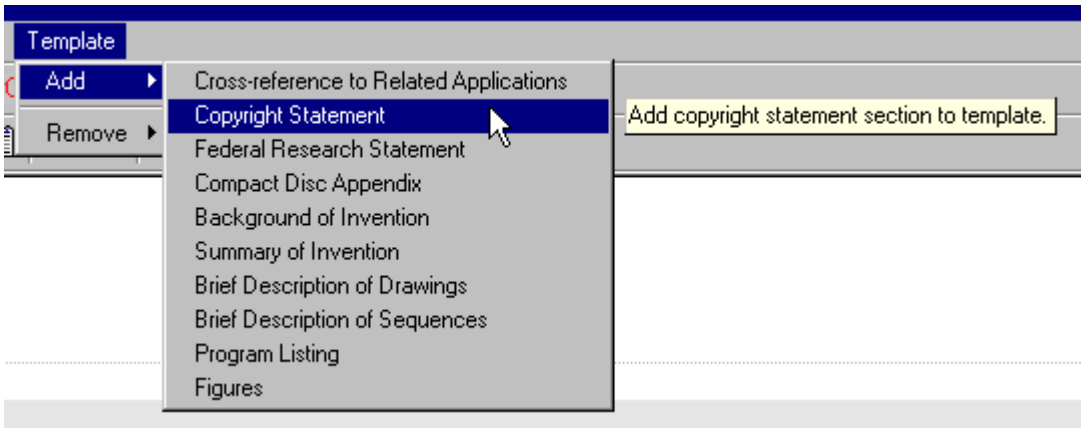
To add or remove sections while authoring, see the **Add/Remove Sections** below.

Add/Remove Sections

While authoring, section headings may be added or removed as needed.

Add MPEP Recommended Section

1. From the **Template** menu, click **Add** and select the desired section. The section, with its default heading wll be inserted into the specification template.



Add Section Menu

2. The text of the heading may be modified as needed. For example: "Summary of the Invention" could be changed to "Brief Summary".

3. In most cases the initial tag, such as a <paragraph>, will be provided. Insert the appropriate tags and text, as needed.

Remove MPEP Recommended Section

➘ To remove an MPEP recommended section from the template:

From the **Template** menu, click **Remove** and select the desired section. The section, with its contents, will be deleted from the specification template.

Create a New Section

Additional sections may be required for the specification, such as "Examples" or "Field of the Invention".

➘ To create a new section:

1. In the Document Window, click at the desired insertion point.
2. Click the Insert Section icon on the toolbar.
   OR
   Press **ALT-S**.
3. Highlight the "Heading" placeholder, and type or paste the desired section heading text.
4. The first <paragraph> tag has been provided. Click to the right of the [p] label, and type or paste the paragraph text.

Title of Invention (Required)

1. In the Document Window, highlight the default text "Title of Invention".
2. Type or paste the invention's title.

Cross-Reference to Related Applications (Optional)

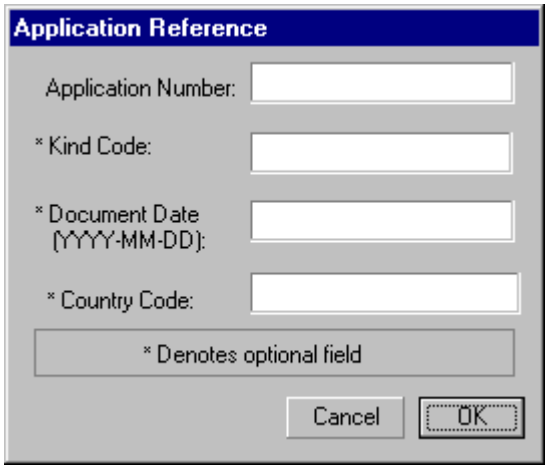
Continuity Data

1. Turn on **Display Codes**.
2. In the Document Window, position the cursor between the **<continuity-statement>** start and end tags.
3. Type or paste the continuity data.

Referenced Applications and Patents

1. Turn on **Display Codes**.
2. Position your **source reference text** at the very top of the window.
3. In the document window, position the cursor just before the **<cross-reference-to-related-applications>** end tag.
4. From the XML drop-down list, select **referenced-applications**.
5. Insert any text necessary for the Referenced Applications. *You may only insert the Referenced Applications tag once.*

6. To tag a reference to a patent, select <**patent-reference**> from the XML drop-down list.
7. To tag a reference to an application, select <**application-reference**> from the XML drop-down list. Enter the Application Number and Filing Date in the Application Reference window (See the figure below - Application Reference Window)



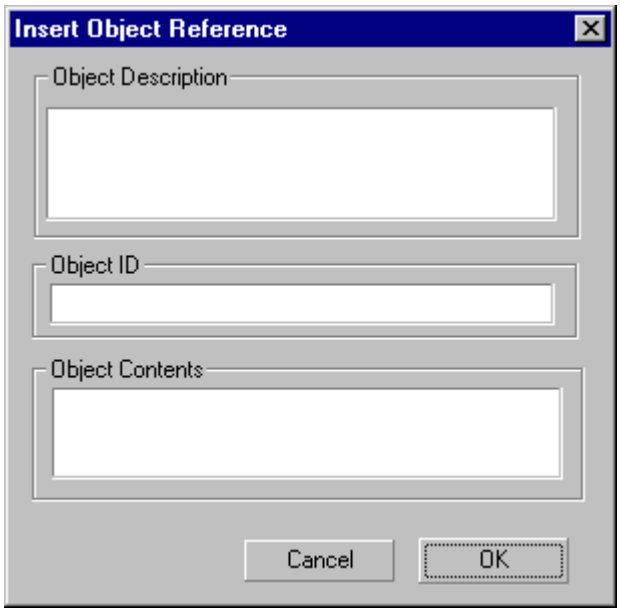
Application Reference Window

8. To add additional patent or application references, repeat steps 6-7 as needed.

Copyright Statement (Optional)

➘ To add a Copyright Statement:

1. If the Copyright Statement was not included during Template Setup, add the section from the **Template, Add** menu.
2. In the **XML Tree**, click on <**copyright-statement**> (See the figure below - Adding the Copyright Statement Element).



Adding the Copyright Statement Element

3. The cursor will automatically move to the correct insertion point in the Document Window.
4. In the Document Window, type or paste your copyright statement.
5. If copyright statement includes a copyright date, please tag the date:
   f) Highlight the date text.
   g) From the XML drop-down list, select **copyright**.

Federal Research Statement (Optional)

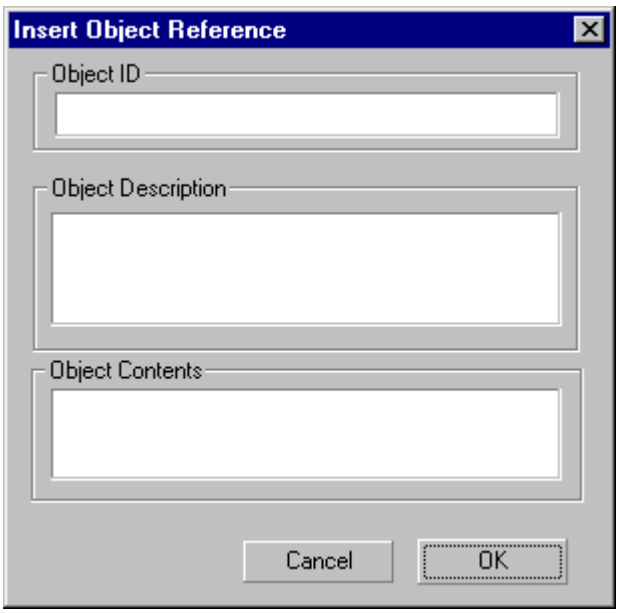
1. In the **XML Tree**, click on the **paragraph-federal-research-statement** tag. The cursor will move to the correct insertion point in the Document Window.
2. Insert the statement in the specification.
3. Within the statement, select any **grant numbers, contract numbers** or **US Agency** references and tag them with **<grant-number>, <contact-number>** and **<us-agency>** elements using the XML drop-down list, respectively.

Compact Disc Appendix (Optional)

The Compact Disc Appendix is used to reference a computer program listing on a CD-ROM or CD-R. The Compact Disc Appendix should be tagged to include the Object ID (identification name/reference for the compact disc); the Object Description (format of the compact disc); and the Object Contents (file listing).

➘ To tag the Compact Disc Appendix data:

1. Turn on **Display Codes**.
2. In the Document Window, position your cursor just to the left of the **<appendix-data>** end tag.
3. Select **object-reference** from the XML drop-down list, or click the **Object Reference** icon on the toolbar. The Insert Object Reference window will appear.
4. Type in the identifying **Object ID, Object Description**, and **Object Contents** data for the compact disc, and click **OK**.



Adding Object Reference Data

➘ To enter additional references:

1. Move the cursor to the right of the **<object-reference>** end tag.
2. Use the XML drop-down list to insert a new **<object-reference>** tag.
3. Type in the identifying **Object ID, Object Description**, and **Object Contents** data for the compact disc, and click **OK**.

Background of Invention (Optional)

1. The first <paragraph> tag has been provided.
2. In the Document Window, click to the right of the [p] label (paragraph tag) and insert (copy and paste) the desired block of paragraphs.
3. To individually tag the paragraphs that you have entered:
   a) Place the cursor at the start of a paragraph to be tagged.

b) Select the **Split Element** icon.
OR

Press **ALT-SHIFT-S**.

c) Repeat Steps a. and b. for each paragraph to be tagged.

4. Several sub-elements, such as section, subscript and superscript, are available for use within the Background of Invention; refer to the **Commonly Used Elements** section for additional information regarding the use of these elements.

Summary of the Invention (Optional)

Follow the instructions in the **Background of Invention** section.

Brief Description of the Drawings (Conditional)

If the application includes drawings, this section is required. Follow the instructions in the **Background of Invention** section.

Brief Description of Sequences (Conditional)

If the application includes a sequence listing, this section is required. Follow the instructions in the **Background of Invention** section.

Detailed Description of the Invention (Required)

The first <paragraph> element has been provided. Refer to the **Background of Invention** for information regarding how to use the available sub-elements.

Deposit of Computer Program Listings (Optional)

1. In the Document Window, click immediately below **the Deposit of Computer Program Listings** section heading, to position the cursor within the <program-listing> tags.
2. "Text (PCDATA)" will appear in the XML drop-down list.
3. Type or paste the **program listing information**. The template will automatically insert line numbers in the left margin.

The maximum number of lines allowed for submission is 540 lines at 65 characters per line. This corresponds to the paper practice of submitting computer program listing under 11 pages with the Specification. Any listings over 540 lines must be submitted via

compact disc and referenced in the "Compact Disc Appendix" section of the Specification.

What Is Claimed Is (Required)

By law, at least one claim is required in a patent application.

Basic Claim Tagging

Tagging for the first claim has been provided.

1. Turn on **Display Codes**.
2. To insert the body of the claim, copy the appropriate text from the source document and paste within the **claim-text** tag or type directly into the <claim-text> tag.

Additional Claims

1. To insert additional claims, place the cursor between the claim end tag and the claims end tag.
2. Click the **Insert Claim** icon on the toolbar.
   OR
   Press **ALT-C**.
3. A new claim tag, with one claim-text tag, will be automatically inserted in the template.
4. Type or copy and paste the claim text into the claim-text tag.

To insert additional claim text sections within the same claim, see **Indented Sections** below.

Indented Sections

1. To tag a claim with indented sections:
   Move the cursor to the place within the claim-text where you want to indent the text. Insert a new claim-text tag and paste in text as needed.
   OR
   Highlight the text of the claim to be indented and insert a new claim-text tag.
2. To create additional indented sections of the same level:
   a) Place the cursor at the end of each phrase within the claim-text tag.
   b) Select the **Split Element** icon.

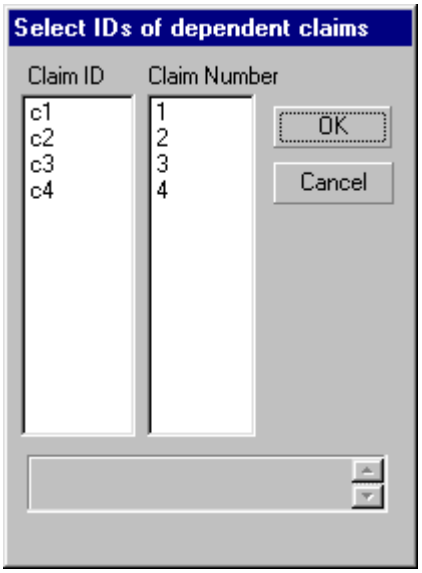
OR
Press **ALT-SHIFT-S**.

3. You may insert **additional claim-text tags** within the existing claim-text tags to create further indented sections within the claim body.
   a) Move the cursor to the desired location and insert the claim-text tag.
   b) Insert a claim-text tag from the **XML drop-down list**.
   c) Continue to copy, paste, and tag as needed.

Dependent Claim Reference

All claims must be entered and numbered properly (See the **Renumber** section) before inserting a Dependent Claim Reference.

1. Highlight the text of the dependent claim reference.
2. Click the **Insert Claim Dependency** icon on the toolbar.
3. The Select IDs of Dependent Claims window will appear (See figure below - Dependent Claim Reference Window). The displayed **Claim IDs** represent the unique internal IDs of the claims. These IDs are numbered in the order the claims were entered into the document. The **Claim Numbers** represent the sequential number of the claims as displayed during final printout.



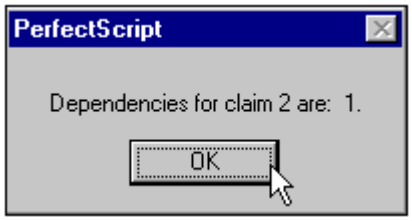
Dependent Claim Reference Window

4. Click on the ID(s) in the **Claim ID** column to indicate the dependency, then click **OK**.

Display Claims

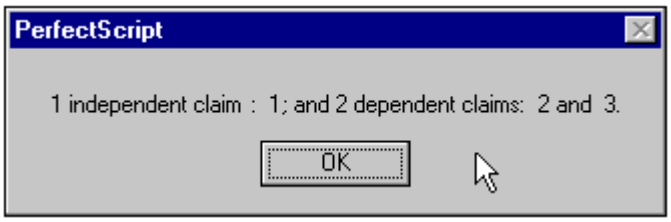
This option counts the claims in the document and displays the number of tagged dependent and independent claims. It is a way to double-check that the proper dependent claim tags have been added.

1. From the **Assistant** menu, select **Display Claims**.
2. As each **Claim Information** box appears, click the **OK** button until all claims are addressed.
3. A message box appears for each claim, noting its independent status or dependencies (See figure below - Dependencies Message Box).



Dependencies Message Box

4. Click the **OK** button to close each Dependencies message box that appears.
5. The last message box totals all dependent and independent claims and lists the claim numbers for each type (See figure below - Total Independent and Dependent Claims)



Total Independent and Dependent Claims

Warning: The number of independent and dependent claims will be correct only if each dependent claim has been properly tagged.

6. Click the **OK** button to close the final **Claim Information** box.

Abstract of the Disclosure (Required)

As this section of the Specification should only consist of one paragraph, the <paragraph> element has already been inserted.

1. Click to the right of the [p] label and insert the Abstract text by copying and pasting from a source document or by typing directly into the template.
2. Several sub-elements are available for use within the Abstract; refer to the **Commonly Used Elements** section for additional information regarding the use of these elements.

Figures (Optional)

Preparation for Attaching Figures

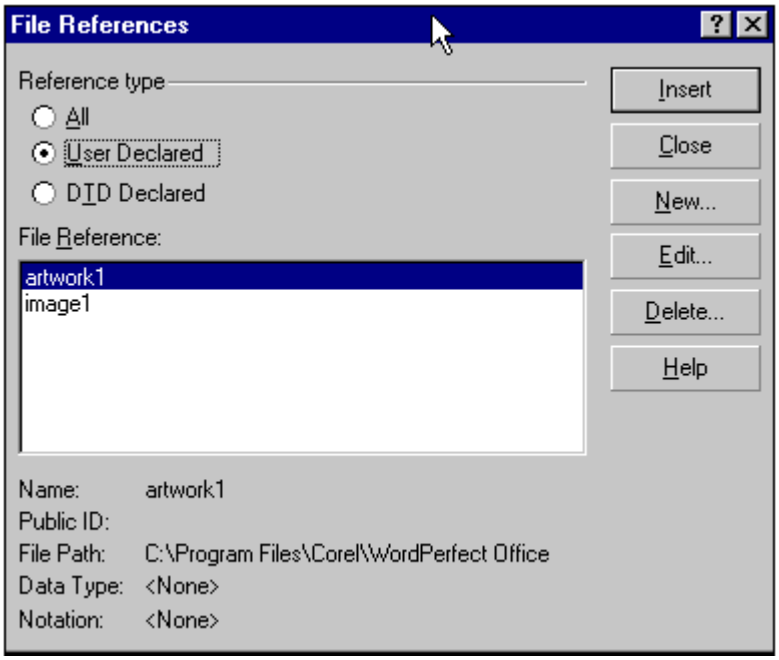
Figures must be scanned as TIFF images before being attached to the specification. It may also be necessary to crop smaller figures for optimum presentation. See the **Images** section for guidance on scanning and cropping.

Attaching Figures

1. If you have not already done so, turn on **Display Codes**.
2. Using the **XML Tree**, scroll to the **Figures** section.
3. Click on the **Yellow Triangle** next to **Figure** and select **Artwork**.
4. Browse to select the desired figure (*.TIF). A thumbnail of your image will appear.
5. Please note that the Yellow Triangle beside the artwork tag in the XML Tree will be resolved at the end of the authoring process (See the **Formatting Images** section) when attaching each image/artwork.

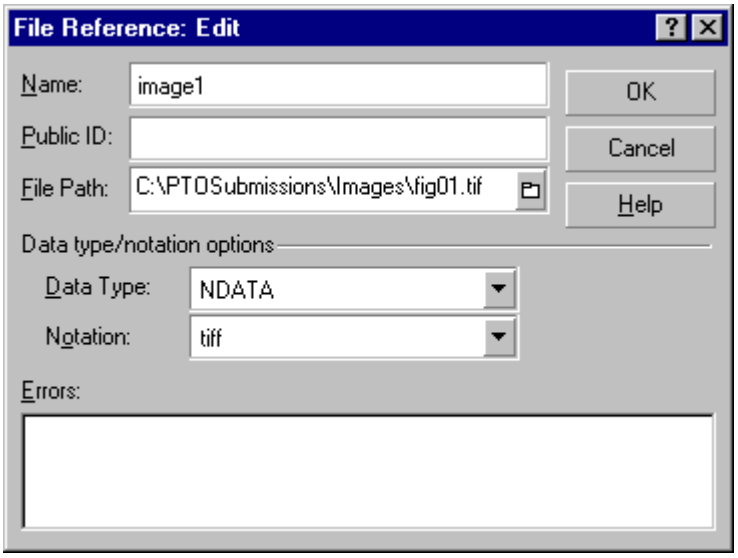
Formatting Images

1. Select **Insert** from the main menu and select **File References** (See figure shown below - File Reference Window).



File Reference Window

2. In the **File Reference** section, select the first file.
3. At the bottom of the dialog box, verify the path and filename.
4. Click the **Edit** button.



File Reference: Edit Window

5. Verify the **File Path**.

Replacing a Figure

➘ To replace an attached figure file with a different image file:

1. If you have not already done so, turn on **Display Codes**.
2. Using the **XML Tree**, scroll to the **Figures** section.
3. In the XML Tree, highlight the figure and tags to be deleted. Look in the Document Window to ensure that the highlighting includes the correct Figure start and end tags, and associated image.
4. Press the **DELETE** key.
5. From the main menu, select **Insert**.
6. Select **File References**.
7. Click on the Artwork file you deleted. For example, if you deleted the Figure2 click on Artwork2. At the bottom of the dialog box, verify the path and image file to be deleted.
8. Click the **Delete** button.
9. Click the **Yes** button.
10. Click the **Close** button.
11. Place the cursor at the correct location in the Document Window and press **ALT-F** to insert the new Figure tag.
12. Click on the new **Yellow Triangle**, and select **Artwork**.
13. Browse and select the desired image file. A thumbnail of the image will appear to the right.
14. Your image will now display in the template.
15. From the main menu, select Insert.
16. Select **File References**.
17. Click the User Declared radio button.

18. Click on the Artwork file you replaced. For example, if you replaced Figure 2, click on Artwork2.

19. At the bottom of the dialog box, verify the path and image file name.

20. If the path and file name are incorrect:

    d) Click the **Edit** button.

    e) Change the File Path and file name to refer to the new image file.

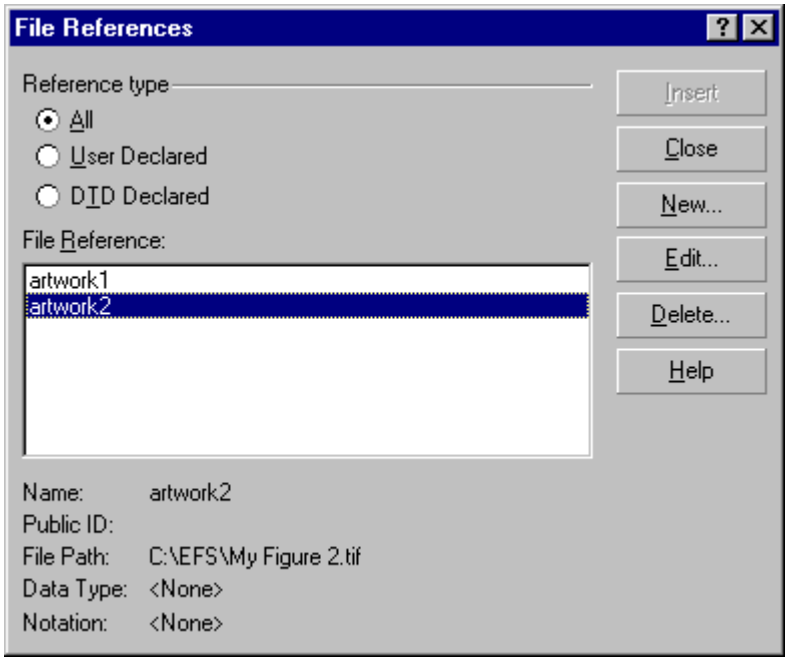
    f) Click the **OK** button.

21. Click the **Close** button.

Deleting a Figure

➘ To permanently delete an attached figure file from the template:

1. If you have not already done so, turn on **Display Codes**.
2. Using the XML Tree, scroll to the **Figures section**.
3. In the XML Tree, highlight the figure to be deleted. Check in the Document Window to ensure that the highlighting includes the correct Figure start and end tags, and associated image.
4. Press **Delete**.
5. Perform the following steps only if the figure is not used elsewhere in the document:
6. From the **Insert** menu, select **File References**.
7. Click on the **Image** or **Artwor**k reference corresponding to the figure you deleted. For example, if you deleted the second figure that was added to the specification, click on **artwork2** (See the figure below - Delete Figure Reference).



Delete Figure Reference

8. Verify the File Path is correct. You may need to click the **Edit** button to view the full file path name.
9. Click the **Delete** button.
10. Click the **Yes** button.
11. Click the **Close** button.

Authoring Wrap-Up

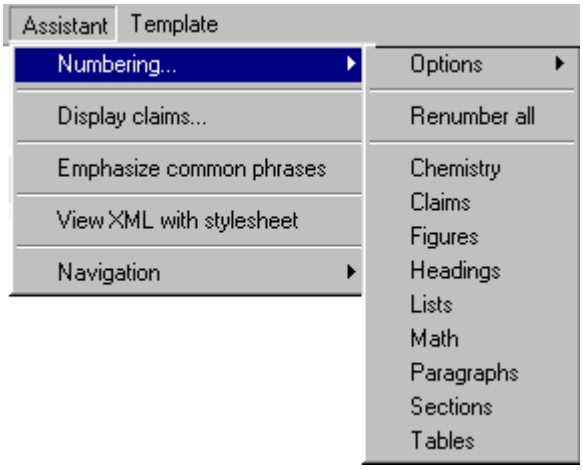
After you finish authoring the Specification, complete the following steps to ensure a proper submission is created. You may close your source documents at this point.
Save the submission with a unique name. It cannot have the same name as any image files included in the submission.

Renumber

1. From the **Assistant** menu, select **Numbering**.
2. Select **Renumber all**

   OR

   Select the type of tags to be renumbered, such as Paragraphs (See Figure 4-16). You will be notified if a tag type is not found. Click **OK** to proceed.
3. Repeat as appropriate for each tag type in your Specification.



Numbering Menu

Validation

After you have authored your specification, run Validation to verify that USPTO and XML rules have been correctly applied.

1. Click the **Validate** button on the toolbar.
2. Click the **Find Errors** radio button.

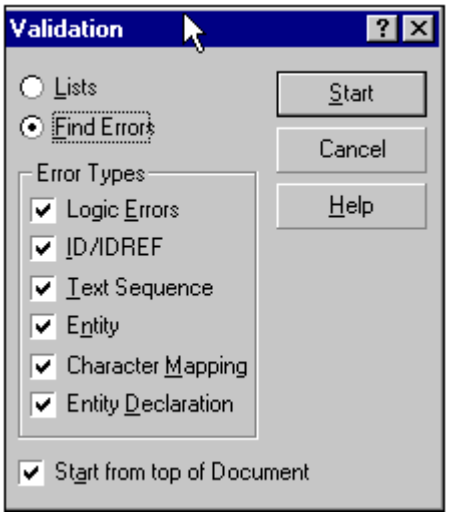


Figure - Validation Window

3. Check all Error Types.

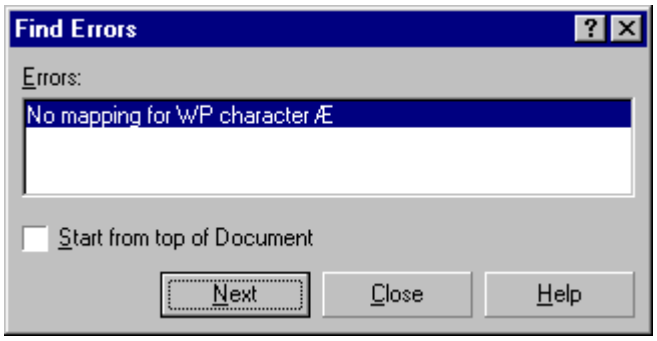
4. Click the **Start** button.
5. When an error is found, a message box explains the error and moves the cursor to the location of the error in the template.
6. Correct the error, then click on the **Next** or **Close** button as appropriate.
7. Repeat the Validation procedure until all errors are resolved.

Correcting Validation Errors

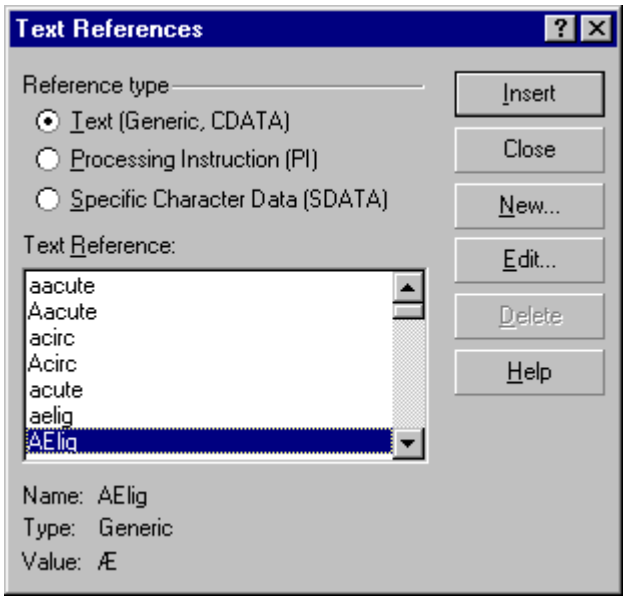
Validation errors usually fall into one of three categories:

1. Incorrect placement of text or tag
   - Data not allowed at this point
   - Element not allowed at this point
2. Missing tag
   - Required element not found
3. Incomplete Authoring Wrap-up
   - ID is not unique
   - Attribute source is not a data entity

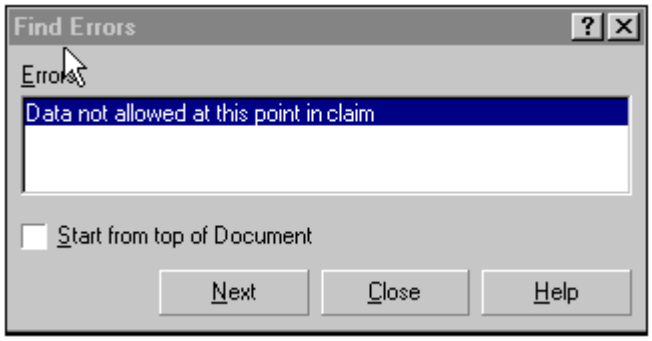
Character Mapping Error



This error occurs when a character pasted into WordPerfect cannot be matched to one of WordPerfect's characters. To correct this error, insert a WordPerfect character by selecting "**Insert**, **Text References**" from the menu, then navigate for the character to replace by examining the "Value" (see below):



Data Not Allowed Error

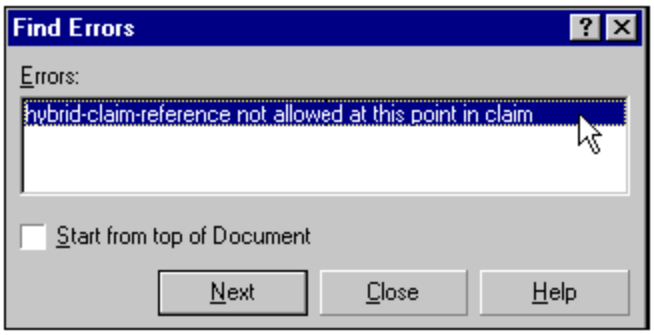


Data Not Allowed

This error usually occurs when text has been accidentally inserted between elements, such as between two paragraph tags.

1. Turn on **Display Codes**.
2. Highlight and cut **(CTRL-X)** the improperly placed text.
3. Place the cursor within the correct tag.
4. Paste **(CTRL-V)** the text.

Element Not Allowed At This Point Error



Element Not Allowed

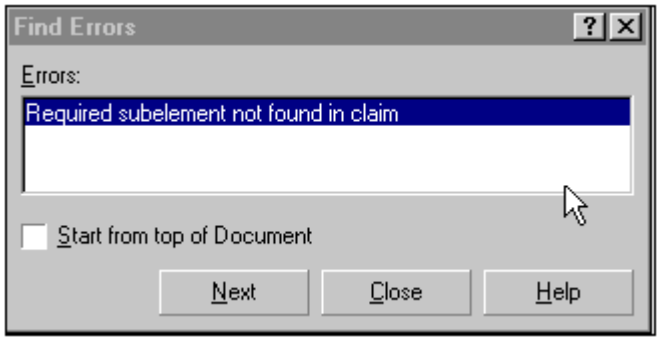
This error usually occurs when a parent element has been deleted but the child element remains.

1. Turn on **Display Codes**.
2. Highlight the child element and its text.
3. To insert the parent element, select the appropriate parent element from the XML drop-down list.

   OR

   To remove the child element from the document, press the **DELETE** key.

Required Element Not Found Error



Required Element Not Found

This error usually occurs when a required child element has not been inserted.

1. Click on the corresponding **Yellow Triangle** in the XML Tree.
2. Select the appropriate child element for insertion. For example a **Figure** tag must contain associated artwork. A claim tag must contain a claim-text tag.

ID Is Not Unique Error

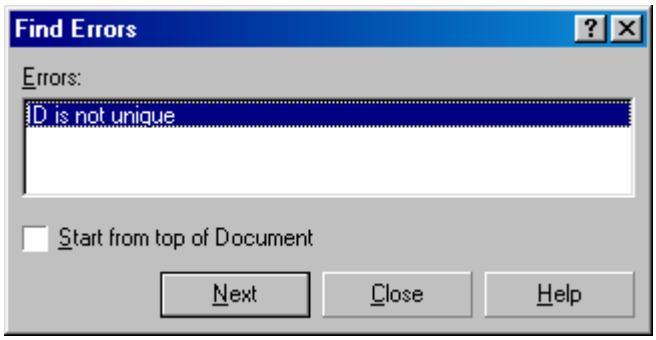


Figure - ID is Not Unique

This error occurs when the **Renumbering** step of Authoring Wrap-up has not been completed. See the **Authoring Wrap-up/ Numbering** section for detailed instructions.

Attribute Source Is Not a Data Entity Error

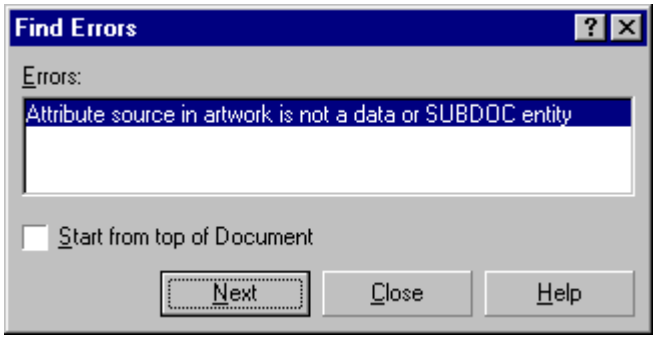


Figure - Attribute Source is Not a Data Entity

This error occurs when the Formatting Images steps of Authoring Wrap-up have not been completed. See the **Authoring Wrap-up/Numbering** section for detailed instructions.

View the Submission

The following guidelines will assist you in viewing your submission, as the USPTO will print it, by displaying the XML Specification in the Internet Explorer 5.5 browser.

You must view your Specification in the browser prior to transmitting it to USPTO.

1. **Validate** your submission before viewing it.

2. If you have not already done so, **SAVE** the document as a WordPerfect 9 file type (.WPD).

3. Select View XML with Sytlesheet from the Assistant menu, or press the icon on the toolbar. This will save your WordPerfect (.wpd) document as an XML file in the same directory and open it for viewing in Internet Explorer. Note that subsequent viewing can be accomplished by clicking on the XML file through Windows Explorer.

4. You may wish to print a copy, since this will be the same presentation as USPTO will print for examination.

5. Print the Specification.

   - You may wish to use the same margins as the USPTO will use when printing your submission:

     - From the Internet Explorer main menu, select **FILE**, then click on **PAGE SETUP**.
     - In the **MARGINS** section (lower right corner), change the settings as needed. Recommended settings:
       - Left = 1.00"
       - Right = .75"
       - Top = 1.25"
       - Bottom = .75"
     - Click the **OK** button.

Troubleshooting: Images Do Not Display

➘ If your image files do not display in the browser, install the **AlternaTIFF 1.3.5** viewer:

1. For best results, your computer should be connected to the Internet.
2. **Close** WordPerfect and any other open programs.
3. In Windows Explorer, browse to:

C:\ ProgramFiles\USPTO\WordPerfectAuthoringTool\Version1.2.5

4. Double-click on the **ALTERNATIF-1_3_5.EXE** file.
5. Click the **Setup** button in the WinZip dialog box.
6. Enter the appropriate information in the AlterrnaTIFF 1.3.5 registration dialog box.

7. Click the **Next** button, then click the **Send Registration** button to upload the information.
8. In the AlterrnaTIFF 1.3.5 Setup dialog box, check **Install into Microsoft Internet Explorer**.
9. Click the **Install** button.
10. Click the **OK** button when notified that AlterrnaTIFF 1.3.5 has been installed successfully.
11. Navigate to the XML file through Windows Explorer to view the XML file.

Changes After Viewing

➘ If changes to the document are needed, it is critical that you complete the following steps:

1. Close the browser windows.
2. Make the corrections to the .**WPD** WordPerfect Specification file.
3. Validate.
4. Select View XML with Sytlesheet from the Assistant menu, or press the icon on the toolbar. This will save your WordPerfect (.wpd) document as an XML file in the same directory and open it for viewing in Internet Explorer. Note that subsequent viewing can be accomplished by clicking on the XML file through Windows Explorer. Re-save the file as WordPerfect 9 (.WPD).

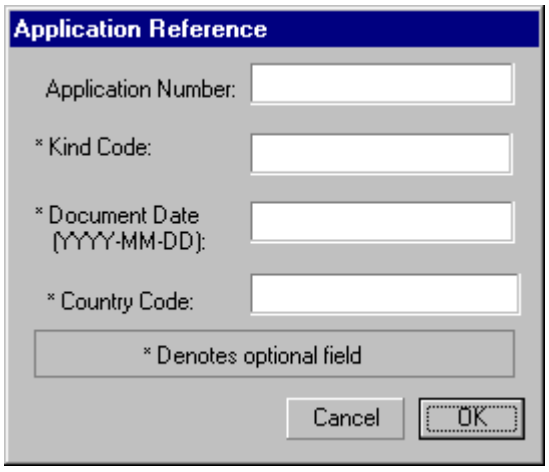
Commonly Used Elements

The next sections contain instructions for inserting the most commonly used elements into the Specification document.

<Application-Reference>

Note: *To enter an <application-reference> element you must activate Display Codes first. Click the Change XML Codes icon and from the XML drop-down menu select Display Codes.*

1. Click on the **Application Reference** icon on the tool bar. The Application Reference window opens.



Application Reference Window

2. Type the application number in the **Application Number** field.
3. Type in the **Filing Da**te using the **YYYY-MM-DD** format.
4. Click the **OK** button.

<Artwork>

Use the **<artwork>** element, with a **<figure>** element, to associate a 300 x 300 dpi TIFF file with your structured document.

1. If you have not already done so, insert the **<figure>** tag (ALT-F).
2. Insert the <artwork> element (ALT-A).
3. The **Insert Image** window opens. Browse and double-click on the scanned TIFF image file.

Warning: Do not move the inserted image by dragging as this causes the document to become invalid.

4. Click the **OK** button. A thumbnail of the graphic appears.

After you associate an image, a Yellow Triangle is still visible in the XML Tree. This triangle will be removed when you complete the section **Formatting Images.**

<Chemistry-CWU>

1. Turn on **Display Codes**.
2. Double-click on the **<chemistry-cwu>** element in the XML drop-down list.
3. An ID number appears (a "y" followed by a number) in the Document Window.
4. If the start and end tags are divided by a page break in the Document Window, the start tag must be moved to the next page:
    g) Place the cursor immediately to the left of the start tag.
    h) Press the **ENTER** key until both tags are on the same page.
5. From the XML drop-down list, double-click on the **<image>** element.
6. The Insert Image window opens. Browse and double-click on the scanned TIFF image. A thumbnail of the graphic appears.

Warning: Do not move the inserted image by dragging as this causes the document to become invalid.

<Copyright>

The <copyright> element is an optional child element of the <copyright-statement> and <figure> elements.

1. Insert the **<copyright>** element by double-clicking on it from the XML drop-down list. A [Copyright] label appears.
2. Type or paste the copyright date to the right of the label.

<Custom-Character>

The <custom-character> element is used to attach a TIFF image of custom characters, such as symbols.

1. From the XML drop-down list, double-click on **<custom-character>** element. The **Insert Image** window opens.
2. Browse and select on the scanned TIFF image file. A thumbnail of the graphic appears.

Warning: Do not move the inserted image by dragging as this causes the document to become invalid.

<Emphasis>

The <emphasis> element will present the selected text in italics.

1. Select the text you want to be emphasized.
2. Select **Emphasis** from the **XML** drop down list on the toolbar.

Emphasize Common Phrases

This option automatically adds the <emphasis> element to italicize the following common phrases:

a fortiori
a posteriori
a priori
ab initio
ad hoc
cf.
e.g.
et al.
etc.
i.e.
in vitro
in vivo
infra
inter alia
per se
prima facie
q.v.
supra

1. From the **Assistant Menu**, select **Emphasize common phrases**.
2. Any of the above phrases found in the document will be automatically tagged for emphasis.
3. Repeat as needed throughout the authoring process.

<Heading>

The <heading> element is an element available for insertion immediately after a major section of the Specification, such as <background-of-invention>, or inserted simultaneously along with the <section> element (See the **Overview of EFS Tagging** section). The <heading> tag increases the point size of your text and gives the text a bold font. Default heading text, such as "Detailed Description of the Invention," may be modified as needed.

➘ To insert a <heading> element:

1. Insert the <heading> element from the **XML** drop-down list.
2. Type or paste the appropriate heading text.

<Lists> And <List-Item>

The <lists> and <list-item> elements create indented text within a <paragraph>

➘ To insert the <lists> element:

1. Turn on **Display Codes**.
2. Select **<lists>** from the **XML** drop-down list or click the list icon. An ID number appears (the letter "l" plus the list number).
3. To add the first item in the list
4. Select **<list-item>** from the drop down menu or click the list-item icon.
   Type or paste the text of the first item within the **<list-item>** tag.
5. To create additional items in the list:
   i) Move the cursor to the right of the **<list-item>** end tag.
   j) Insert the **<list-item>** element from the **XML** drop-down list or icon.
   k) Repeat as needed.

<Math-CWU>

The **<math-cwu>** element is added by scanning a formula to a TIFF file and attaching it using the **<image>** element.

The <math-cwu> element may be inserted within <paragraph> elements or between them.

➘ To Attach Math Image:

1. Turn on **Display Codes**.
2. Insert the **<math-cwu>** element from the XML drop-down list

   OR

   click the **Math-CWU** icon on the toolbar.
3. If the start and end tags are divided by a page break in the Document Window, the start tag must be moved to the next page:

   l) Place the cursor immediately to the left of the start tag.

   m) Press the **ENTER** key until both tags are on the same page.
4. Insert the **<image>** element from the XML drop-down list. The Insert Image window opens.
5. Browse and select the scanned TIFF image file. A thumbnail of the graphic appears.

Warning: Do not move the inserted image by dragging as it causes the document to become invalid

Note: *After you complete the steps above you will find a Yellow Triangle is still visible in the **XML Tree**. This triangle will be removed when you complete the steps for finalizing the Specification in the* **Formatting Images** *section.*

<Paragraph>

➘ To tag a single paragraph:

1. Press **ALT-P** or click the **Paragraph** icon on the toolbar.
2. Click to the right of the [p] label and type or paste the paragraph text.

➘ To tag multiple paragraphs:

1. Insert the first **<paragraph>** element.
2. Click to the right of the [p] label and type or paste the text.
3. Place the cursor at the beginning of the next paragraph to be tagged.

4. Select the **Split Element** icon.

OR

Right-click at the beginning of the paragraph and select **Split Element** from the menu.

<Patent-Reference>

1. Select the patent number in the Document Window.
2. Select the **<patent-reference>** element from the **XML** drop-down list. The [Patent Reference] label appears and the selected data is underlined.

<Section>

Additional sections may be required for the specification, such as "Examples" or "Field of the Invention".

➘ To create a new section:

1. In the Document Window, click at the desired insertion point.
2. Click the **Insert Section** icon on the toolbar.

   OR

   Press **ALT-S**.
3. Highlight the "Heading" placeholder, and type or paste the desired section heading text.
4. The first <paragraph> tag has been provided. Click to the right of the [p] label, and type or paste the paragraph text.

<Subscript>

1. Highlight the subscript text in the Document Window.
2. Insert the **<subscript>** element from the **XML** drop-down list

   OR

   Click the **Subscript** icon on the toolbar. The selected text appears as a subscript.

3. When subscript tags must be added repeatedly, highlight the subscripted character and use the **QuickFind Next** and **QuickFind Previous** icons to locate the characters needing tags.

Warning: The <subscript> element cannot be used to create footnotes.

<Superscript>

1. Highlight the superscript text in the Document Window.
2. Insert the **<superscript>** element from the **XML** drop-down list

   OR

   Click the **Superscript** icon on the toolbar. The selected text appears as a superscript.
3. When superscript tags must be added repeatedly highlight the superscripted character and use the **QuickFind Next** icons to locate the characters needing tags.

<Table>

➘ Attach a Table Image:

1. To attach a scanned image of a table, confirm that the image is in black and white, uncompressed or Group 4 compression, TIFF format, at 300 dpi.
2. Turn on **Display Codes**.
3. Place the cursor at the desired location in the document.
4. Click the **Insert Table CWU** icon on toolbar.
5. If the start and end tags are divided by a page break in the Document Window, the start tag must be moved to the next page:

   n) Place the cursor immediately to the left of the start tag.

   o) Press the **ENTER** key until both tags are on the same page.
6. In the **XML Tree**, click on the new **Yellow Triangle** and select Image.
7. Browse and select the correct table image file. A thumbnail of your image will appear.

Warning: Do not move the inserted image by dragging as it causes the document to become invalid.

8. Please note that the Yellow Triangle beside the image tag in the XML Tree will be resolved at the end of the authoring process. No action on your part is required at this time. This problem can be resolved by following the steps outlined in the **Insert File References** section.

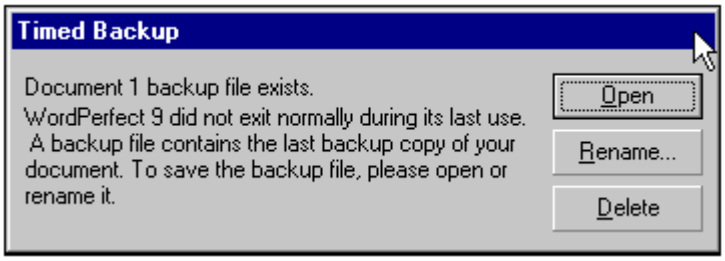
TROUBLESHOOTING

This section contains general troubleshooting information and specific solutions to problems that may arise during the authoring process.

Application Closes Before Data is Saved

In the event that your computer or application closes before you can save, you may revert to the last auto-save copy:

1. After re-opening WordPerfect, the message box in the Timed Backup Message Box (figure shown below) appears.
2. Choose the desired option.



Timed Backup Message Box

➘ To change your Auto-save feature so WordPerfect automatically saves files more often:

1. From the **Tools** menu, select **Settings**.
2. Click the **Files** button.
3. Click the **Documents** tab.
4. Check the Timed document backup option and enter number of minutes between auto-saves.
5. Check the Save original document as back up option.
6. Click **OK**.
7. Click **Close**.

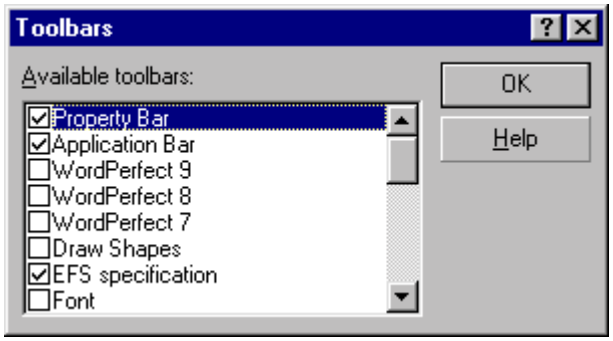
WordPerfect-Specific Keyboard Shortcuts Fail

The USPTO has created numerous shortcut key combinations that correspond to the actions found on the EFS Specification Toolbar. These keyboard combinations are the default combinations loaded when you open the Specification template. To activate the WordPerfect specific combinations, you must de-activate the Specification combinations.

1. Click **Tools** on the menu.
2. From the **XML** drop-down menu, select **Settings** and then click on the **Customize** button.
3. Click the **Keyboard** tab.
4. Select **WPWin 9 Keyboard** from the list.

One or Both Toolbars are Missing

1. From the View menu, select Toolbars. The Toolbars window will open (See figure shown below - Toolbars Window).



Toolbars Window

2. Make sure that **Property Bar** and **EFS Specification** are checked.
3. Click the **OK** button.

Assistant or Template Menu is Missing

1. Right-click in the gray area to the far right of the **Help** menu option.
2. Check the <**Template**> option.
3. The **Assistant** and **Template** options should now appear at the far right end of the menu.

HELP

Online Help

WordPerfect provides two types of online help: ToolTips and WordPerfect Help.

Tooltips

ToolTips provide a brief description of various fields and icons available while authoring your electronic submissions. The USPTO has created a customized toolbar within WordPerfect to help you quickly accomplish common tasks. ToolTips provide a useful method of investigating the task performed by the icons found on these toolbars. To activate a ToolTip, hold the mouse cursor over an icon (do not click) and a ToolTip appears. ToolTips for the customized toolbar icons also contain the shortcut key combination associated with the toolbar icon. You can also allow your mouse to hover over any yellow triangles that appear in the **XML Tree**. A ToolTip appears describing the error.

WordPerfect Help

You may access WordPerfect Help by clicking on **Help** on the menu bar and then clicking on **Help Topics** (or press **F1**). This brings up WordPerfect's online help system. There are five tabbed sections that you may use. A description for each **Help Tab** follows.

Contents	Provides help information by nested topics. Click on topics and then click on sub-topics until you reach the desired information.
Index	Provides help by keyword. Type a word in the first field and select topics from those that appear in the second field.
Find	Similar to the Index tab but provides more comprehensive search capabilities.
Ask the Perfect Expert	In the first field type your question or search term. Then click on the **Search** button. Topics appear in the second window, select the topic and click on the **Display** button.

Note: *Online WordPerfect Help has not been customized to reflect any changes the USPTO made to the program interface. Thus some functions or elements described in*

the online Help may function or appear differently in your customized version of WordPerfect.

Corel Knowledge Base Type a search term in the field and then click on the **Search** button. This searches the Online Corel Database, via the World Wide Web (WWW), for information.

GLOSSARY

Elements and Descriptions

<abstract-of-disclosure>	This element refers to the section of the disclosure containing the abstract; MPEP 608.01(a), 608.01(b), 37 CFR 1.77, 1.72(b).
<appendix-data>	This element refers to the section of the Specification which references microfiche appendix information and physical artifacts; MPEP 608.01(a), 608.05, 37 CFR 1.77, 1.96(c).
<application-filing-date>	This element refers to the official filing date granted a patent application by the USPTO; MPEP 503; 37 CFR 1.53.
<application-reference>	This element references a related application; MPEP 201.11, 608.01(a). Children are <application-filing-date> and <application-number>.
<artwork>	Child element of <figure> element, with which a TIFF file is associated. It may contain one or more <drawing-reference-characters> child element(s).
<background-of-invention>	This element refers to the section of the Specification describing the background of the invention; MPEP 608.01(a), 608.01(c), 37 CFR 1.77.
<biological-deposit>	This element refers to a information related to a biological deposit that has been placed in the repository; MPEP 2403, 2404; 37 CFR 1.801, 1.802.
<biological-deposit-data>	This element refers to a portion of the detailed description containing information related to a biological deposit that has been placed in a repository; MPEP 2403, 2404; 37 CFR 1.801, 1.802. Children are <biological-deposit> and <heading>.

<chemistry-cwu>	Empty element with an entity reference that points to a scanned chemistry image.
<claim>	This element refers to an individual claim that appears in the section of the disclosure describing the scope of protection sought for the invention; MPEP 608.01(a), 608.01(i), 608.01(m), 37 CFR 1.75, 1.77.
<claim-text>	This element refers to a subsection of an individual claim that allows the claim paragraph to be formatted in a step by step manner as opposed to one long paragraph; MPEP 608.01(a), 608.01(i), 608.01(m), 37 CFR 1.75, 1.77.
<claims>	This element refers to the section of the disclosure describing the scope of protection sought for the invention; MPEP 608.01(a), 608.01(i), 608.01(m), 37 CFR 1.75, 1.77. Child tags include <claim> and <heading>.
<continuity-data>	This element refers to previous related applications for which 35 USC 120 or 371 priority is being sought; MPEP 608.01(a), 201.11, 37 CFR 1.77, 1.78. Child element is <parent>.
<contract-number>	This element refers to the number of a contract with a United States Government Agency under which at least a portion of the invention was developed; MPEP 310. Contains PCDATA only; parent element is <paragraph-federal-research-statement>.
<copyright>	This element refers to the information claiming copyrights which appear in the portion of the Specification describing copyright information related to the invention; MPEP, 608.01(v), 37 CFR 1.77, 1.71(d), 1.71(e).
<copyright-statement>	This element refers to the portion of the Specification describing copyright information related to the invention; MPEP, 608.01(v), 37 CFR 1.77, 1.71(d), 1.71(e).
<cross-reference>	This element references a complex work unit tag being referenced within the same Specification,

	such as a table. It is not the same thing as a dependent claim. [NOTE: they can not appear in the same element/context ever].
<cross-reference-to-related-applications>	This element refers to the section of the Specification describing any related applications, including applications for which priority under 35 USC 119(e), 120, or 371 is being sought; MPEP 608.01(a), 201.11, 37 CFR 1.77, 1.78.
<custom-character>	Element that references a custom character. This element allows applicants to make up their own symbols that are not present in any existing character set.
<dependent-claim-reference>	This element is used within a claim to reference any other claim(s) from which it depends; MPEP 608.01(n); 37 CFR 1.75(c).
<deposit-description>	This element refers to a description of a biological deposit that has been placed in the repository; MPEP 2403, 2404, 2406.01; 37 CFR 1.801, 1.802, 1.804(a).
<description-of-related-art>	This element refers to a sub-section of the background of the invention section of the Specification describing prior art; MPEP 608.01(a), 608.01(c), 37 CFR 1.77.
<detailed-description>	This element refers to a section of the Specification describing the details and preferred embodiment of the invention; MPEP 608.01(a), 608.01(g), 37 CFR 1.77, 1.71.
<drawing-brief-description>	This element refers to a section of the Specification which briefly describes the drawings, if any; MPEP 608.01(a), 608.01(f), 37 CFR 1.77, 1.74.
<emphasis>	Formatting element that marks words or phrases that are stressed or emphasized for linguistic or rhetorical effect.
<federal-research-statement>	This element refers to a section of the Specification describing any rights the U.S. Government may have to the invention; MPEP 608.01(a), 310, 37 CFR 1.77.

<figure>	This element gives a specific figure number described in the brief description of the drawings section of the Specification, and used in the drawings and associates it with an XML external entity reference to an electronic representation of the figure using the <artwork> element; MPEP 608.01(a), 608.01(f), 608.02; 37 CFR 1.77, 1.74, 1.81.
<grant-number>	This element refers to the number of a grant with a United States Government Agency under which at least a portion of the invention was developed; MPEP 310.
<heading>	Element associated with parent elements (such as section, table, summary of invention, etc.) that contains a heading or title (#PCDATA).
<list>	Element that contains any sequence of items (i.e., contains child element <list-item>].
<list-item>	Item in a list. You must insert a <paragraph> to type data in the <list-item>.
<paragraph>	Element that marks a paragraph in prose.
<paragraph-federal-research-statement>	This element refers to a paragraph containing information in the section of the Specification describing any rights the U.S. Government may have to the invention; MPEP 608.01(a), 310, 37 CFR 1.77.
<patent-reference>	This element references information about a related patent; MPEP 201.11, 608.01(a).
<program-listing>	This element refers to portion of the Specification containing the actual listing of computer program code; MPEP 608.05; 37 CFR 1.96(b)(2).
<referenced-applications>	This element gives information about generally related applications in the cross-reference to related applications section of the Specification where no priority under 35 USC 119, 120, or 371 is being claimed.

<section>	This element creates a section.
<subscript>	This is a formatting element that places character(s) below the baseline.
<summary-of-invention>	This element refers to a section of the Specification which provides a brief summary of the invention; MPEP 608.01(a), 608.01(d), 37 CFR 1.77, 1.73.
<superscript>	This is a formatting element that places character(s) above the baseline.
<table-cwu>	This is a table complex work unit, the parent element of the <table> element.
<table>	This element contains text displayed in a tabular format, in row and columns.

TERMS AND DEFINITIONS

Child Element	An element that is nested inside another element. For example, in <first> <second></second> </first>, the SECOND element is the child element of the FIRST element. Also called a sub-element.
Current Element	The element containing the insertion point or selection.
Document Type Definition	The Document Type Definitions (DTD) define the way markup language is used in a set of documents. A DTD declares all the element names that can appear in a document, the hierarchy in which they can be arranged, and the type of content they can have.
Document Window	The main window in WordPerfect that displays the textual components of the document. (Displays element tags when in the Show Codes view.)
DTD	See Document Type Definition.
Element	The structural building block of XML documents. All content within a document must be contained within elements. Element names should be descriptive and illustrative of their content. They can also contain other elements within them, called child elements.
End Tag	A tag that closes or ends an element. Tag syntax always calls for angle brackets to surround the name of the element preceded by a forward slash (/), e.g., </name>.
Label	A combination of brackets, letter, and number in the Document Window, which indicates an XML tag, e.g., [p1] for paragraph number 1.
Parent Element	An element into which another element is nested. In <first> <second> </second> </first>, the FIRST element is the parent element of the SECOND element.

PCDATA	This term usually appears in the Elements window, XML drop-down list, or Valid Elements list to indicate that PCData (text), is allowed within the current element.
Required Element	An element's sub-element or child element that the DTD requires in order for the document to be valid.
Start Tag	The opening tag that begins an element. Tag syntax always calls for angle brackets to surround the name of the element, e.g., <name>.
Structured Document	A document that contains data entered by a patent applicant using a document template.
Tag	Codes embedded in a document that mark the text, e.g., <name> <first>John</first> <middle>Q</middle> <last>Public</last> </name>. The Start and End Tags appear on either side of the information to be identified.
Validation	A series of technical standards and business rules or "checks" that are used to validate incoming patent application documents submitted electronically.
XML Tree	Displays the document's elements and child elements in hierarchical form with child elements contained within the start and end brackets of the parent elements. Allows for navigation by clicking on the start or end brackets surrounding the elements displayed in he XML Tree.

APPENDIX A: SPECIAL CHARACTERS

SPECIFICATION

Electronic Version 1.2.5
Stylesheet Version 1.2.5

Special Characters & Symbols

Detailed Description

HTML Symbol Special Characters:

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APPENDIX B: LICENSE AGREEMENT

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